

**Student Responsibility Agreement
Books in Alternate Format
Disability Support Services
970-351-2289**

Students who are eligible for books in an alternate format must have a Student Responsibility Agreement on file before the books will be processed.

Student: (Print)

Bear#:

Check One: Fall Spring Summer Date:

The Disability Support Services works to ensure that appropriate accommodations are provided for students who are eligible for services. In order to maintain the integrity of the services offered and stay within the letter of the law, the following rules apply to students who convert their text to an alternate format:

1. The student must currently be registered at the University of Northern Colorado at the time of the student's request for alternative formats.
2. The student must qualify as having a disability that is covered by 2 U.S.C. § 135a; 46 Stat. 1487. The student's disabilities shall be verified by competent authority.
3. If the student authorizes DSS to scan a textbook but drops the class, the cost of the textbook is the **student's responsibility**. (Notify the bookstore (s) and DSS immediately of any changes.)
4. The student **must own a physical copy** of the textbook he/she is requesting in alternative format.
5. The student understands that the Disability Support Services will make a "good faith effort" to obtain another copy of the textbook. However, if none is available, the student's book **will be cut apart to scan**.
6. The textbooks **will not** be edited as part of the scanning process. If the text is unreadable or cannot be understood, notify the DSS staff as soon as possible.
7. The student will not copy or reproduce any of the specialized formatted texts nor allow anyone else to do so.
8. The student must return the alternative format (not the textbook) at the end of the semester or when the student withdraws from the class and/or University.
 - a. The next semester's textbooks **will not** be processed until the previous semester's alternate formats have been returned.

I have read and understand the procedures listed above and will at all times adhere to these responsibilities. This contract is valid while the student is attending UNC.

Student's Signature

Date

Adapted from the Texas Text Exchange website