



Student Support Services Alternative Text Agreement

Student Support Services provides alternative text formats to individuals who have a documented need and make a request to Student Support Services each semester. Alternative formats may be in the form of Pdf, MP3, or MSWord documents.

If necessary, continue the list of books you are requesting on the back of this page.

Class: _____ **Instructor:** _____

Textbook Title: _____ **Author:** _____

ISBN #: _____ **Edition or publication date:** _____

Class: _____ **Instructor:** _____

Textbook Title: _____ **Author:** _____

ISBN #: _____ **Edition or publication date:** _____

Please read each item carefully and initial your agreement

_____ I have provided Student Support Services with appropriate documentation of a disability which allows me use of alternative formats to supplement the required instructional material. I understand this documentation will be kept on file at the institution.

_____ I understand when requesting alternative materials, I must own a physical copy and present a receipt of purchase if/when requested of the required instructional material as identified in the course syllabus.

_____ I agree I will not share, copy, reproduce, modify, or distribute the alternatively formatted instructional materials with any other person or allow anyone else to do so pursuant to the requirements of the Copyright Revision Act of 1976 as amended (17 U.S.C. § 101 et seq.).

_____ I understand any violation of this agreement may constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other moneys to the copyright holder.

_____ I am enrolled at Lewis & Clark College for the identified term below. I am requesting alternatively formatted instruction materials for the following course(s).

Students must sign and initial their agreement before receiving any alternative formatted materials. If you have any questions or concerns regarding this agreement, please inquire prior to signing this agreement. Please note: a new agreement must be signed each semester for which alternatively formatted materials are requested.

I have read and understand the policies and procedures outlined above and agree to comply with them.

Student ID Number

My laptop is a: Mac My laptop is a: PC

Signature of Student Date

Printed name of Student Date

Signature Staff Member Student Support Services Date

Submit a signed copy of this Agreement to:

Lewis & Clark College, Student Support Services, 0615 SW Palatine Hill Road, MSC 112, Portland, OR 97219
E-mail: Rebecca Brooks <rbrooks@lclark.edu> Office: 503-768-7190 Fax: 503-768-7197

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