

Office of Disability Services Text Conversion Policies and Procedures
Effective Fall 2012

Student must be registered with the Office of Disability Services (ODS) and approved for text conversion services as an accommodation before conversion services can begin. Student must also be registered at The University of Alabama at the time text conversion is requested.

Before services are implemented, student must meet with ODS to discuss text conversion options.

Student is required to request e-texts each semester in writing, preferably a minimum of six (6) weeks prior to the first day of classes.

There is a minimum two (2) week turnaround period for textbook conversions, up to four (4) weeks for out-of-print editions, custom editions, and UA printed materials.

Student must notify ODS immediately concerning any schedule changes, such as adding/dropping classes or changing class sections after text conversion request has been submitted.

Student is responsible for picking up materials as soon as notified of completion (check Crimson e-mail).

When picking up e-texts from ODS, student must show proof of purchase of a physical copy of each textbook. ODS will not provide an e-text of a book for which student has not shown proof of purchase.

Student should check material upon receipt to ensure there are no problems. If there is a problem, notify ODS immediately.

Student will not copy, reproduce, or distribute any of the e-texts, nor allow anyone else to do so, as this is a violation of Federal copyright laws.

The e-texts, along with any assistive equipment loaned to student, must be returned to ODS within one week of final exams of the semester issued. Failure to do so may result in charges to student's account.

By signing this agreement, I agree to follow the established policies and procedures for text conversion.

Student's Name: _____

CWID: _____

Crimson E-Mail: _____

Cell Phone: _____

Signature: _____

Date: _____