



Policy for Obtaining Textbooks in an Alternative Format

1. Students with a documented disability may be eligible to receive texts in an alternative format. For more information on eligibility requirements please contact the Student Success Center. Once eligibility requirements are met it is the student's responsibility to request textbooks in an alternative format from the Student Success Center. Requests should be made in a timely as manner. It may take as long as 8 – 10 weeks to fulfill the request. It is also the student's responsibility to supply the Student Success Center with a copy of the text.
2. The Student Success Center will contact the following agencies to see if the book is already taped or available on e-text:
 - Publisher of text
 - Reading for the Blind and Dyslexic
 - MN State Library for the Blind
 - Regional public librariesEarlier editions of the book may be substituted with the permission of the course instructor.
3. Books of a technical nature that have either specialized language or numerous charts and graphs may be sent to State Services for the Blind to be taped if they are not readily available from the above agencies.
4. All other books not available from any of the above agencies will be either scanned onto a CD or taped in house. Methods of in house taping may include but are not limited to: a Kurzweil Scanner, work-study student, volunteer or professional tutor.