The Office of Special Services
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ALTERNATIVE MEDIA PRODUCTION REQUEST

Today's Date _____ Class Term _____
Student Name _____ Student ID# _____
Student Email _____

☐ *I acknowledge that I have read and will fully comply with the* ***Alternative Media Terms and Service Agreement*** *section of this from before submitting this request. By submitting this request form and receiving the requested course materials, I am hereby agreeing to abide by these terms.*

Title 1 _____
ISBN# _____
Author _____
Edition _____
Class Term _____
Name of Class _____

Proof of Purchase ☐ Included (*attached / included with this form*)
Location ☐ On Campus ☐ Online
Material ☐ Required ☐ Recommended

Title 2 _____
ISBN# _____
Author _____
Edition _____
Class Term _____
Name of Class _____

Proof of Purchase ☐ Included (*attached / included with this form*)
Location ☐ On Campus ☐ Online
Material ☐ Required ☐ Recommended

Title 3 _____
ISBN# _____
Author _____
Edition _____
Class Term _____
Name of Class _____

Proof of Purchase ☐ Included (*attached / included with this form*)
Location ☐ On Campus ☐ Online
Material ☐ Required ☐ Recommended

Please use additional forms for additional request.

Alternative Media Terms and Service Agreement

1. Alternative media services will only be provided to students who are ***registered*** with the National University's Office of Special Services and ***currently approved*** for this accommodation. If you are not registered and please contact the office for more information.
2. Student must be enrolled in the course and provide proof of purchase of the required course textbooks before being eligible for any alternative media request.
3. Students **must check** and if possible purchase the required textbooks that are already available in an accessible alternative media format.
4. Any alternative media request must include: student name, student ID#, textbook title, ISBN#, author, edition, class term, the name of class and the proof of purchase or rental.
5. If a suitable alternative is not available, the student may be required to surrender their purchased copy for conversion. Materials provided to the Office of Special Services for the purpose of conversion to alternative format may be disassembled and returned to the student in an altered condition. The Office of Special Services DS will not be held responsible for any damage to the materials that occur as a result of the conversion to alternative format.
6. All provided materials will be used solely for the eligible student's own educational purposes and will not be copied or duplicated for use by others. All provided materials (alternative formatted textbooks) or other delivery media, such as CD/DVD/tape, must be destroyed or returned to the Office of Special Services by the last day of the academic term.

Submission Guidelines

1. When available, please **first consider** purchasing your materials in an electronic format. A wide variety of textbooks are available and often at a significantly lower cost to you.
2. If no alternative format is available, please use this request form and follow the Service Agreement.
3. After your request is processed, you will be sent a link (URL) and will have **one week** to download your materials. If you have any difficulties, need alternatives or would like to explore your options please contact the office directly.
4. For general inquiries contact **specialservices@nu.edu** or call (858) 642-8214. For help with assistive technology and alternate media contact **accessiblemedia@nu.edu** or (858) 642-8021.