

Books in Alternate Format

Summary

Columbus State University students with disabilities may gain access to books in alternate formats, according to their particular disability.

Purpose

This document outlines the procedure for gaining access to alternate format books.

Procedure

Students in need of books and/or course materials in alternate format must submit requests through the AMAC website. An ODS representative will create an account for the student and will review and approve requests as they are submitted. Students requesting materials in alternate format must provide ODS with textbook/course material purchase receipts before submitting their requests online. Upon identification (if applicable), ODS personnel will provide students with an AMAC Book Request Guide (See Appendix C) which will inform them and walk them through the request process.

Related USG Policy

4.1.5 Students with Disabilities

Last Update

5/25/17

Responsible Authority

Director of the Center for Accommodation and Access