

Alternate Media Terms and Service Agreement

1. Alternate media services will only be provided to students who are registered with the National University's Student Accessibility Services and currently approved for this accommodation. If you are not registered, please contact the [SAS office](#) for more information.
2. Student must be enrolled in the course and verify ownership of the required course textbooks before being eligible for any alternate media request. Using the ISBN provided by course instructors, [NUTextDirect.com](#) is an affordable source for either purchase or rental of new, used, and electronic textbooks.
3. Students can check whether their required textbooks are already available in media portals with built-in accessibility features. If so, they may choose to purchase digital versions that support their current assistive technology needs. For example, electronic textbooks procured from [VitalSource.com](#) when downloaded into the *Bookshelf* app is enabled for both font zoom enlargement and text-to-speech.
4. Any alternate media requests must include the following when completing the [Alternate Media Production Request](#) form:
 - a) NU term
 - b) Subject - Catalog (Class number)
 - c) Textbook ISBN#, title, author, edition, and its purchase or rental receipt
 - d) Student name, ID# and contact information
 - e) Student's current technology use
 - f) Student's accessible format preference
5. If digital source files are not available, the student may be required to surrender their purchased copy for conversion. Print materials provided to the Student Accessibility Services for the purpose of conversion to accessible format may be disassembled and returned to the student in an altered condition. Student Accessibility Services will not be held responsible for any damage to the materials that occur as a result of the conversion to alternate format.
6. Four to six weeks is the typical lead time required for copyright permission and textbook conversion. In the case of Braille, however, a minimum of three months' advanced notice is necessary.
7. 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 alternate-formatted materials provided on disc media must be destroyed or returned to the Student Accessibility Services by the last day of the academic term.