Textbook Alternative Format Policies and Procedures

Students who would like their course textbooks to be provided by UW Colleges in an alternative format will need to have this service listed on an approved Individualized Accommodation Plan.

Textbook alternative format requests could take approximately 2-4 weeks, and sometimes longer, to process. It is the student’s responsibility to submit their request(s) far enough in advance of when they need them in order to avoid delays. Students should register for courses as early as possible in order to allow adequate time for textbooks in alternative formats to be transcribed or obtained.

Students requesting audio textbooks are required to purchase all textbooks unless using a UW Colleges textbook rental service. After first carefully examining the purchased or rented textbook, students need to decide whether or not they truly need it in an alternative format. Textbooks which mostly contain pictures, charts, graphs, or advanced math will likely not be of benefit in an audio format.

If the student chooses to order a textbook in an alternative format through the Student Accessibility Services Office, the student will need to submit:

1.) A “Textbook Alternative Format Request Form” for each book requested

2.) A signed “Student Textbook Alternative Loan Agreement Form”

These two forms should be submitted together to the Alternative Format Textbook Coordinator or to the Director of Student Accessibility Services below listed. Requests can be submitted via an email attachment, snail mail, or FAX.

If you have additional questions, please contact:

Rochelle Huss, Alternative Format Textbook & Adaptive Technology Coordinator
UW Fox Valley
1478 Midway Road
Menasha, WI 54952

Email: rochelle.huss@uwc.edu
FAX: (920) 832-2850

Or

Kristin Hoffmann, Director of Student Accessibility Services
Email: kristin.hoffmann@uwc.edu

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