



## Office of Disabilities Services

Virginia Military Institute

### Accessible Text Agreement

#### Please read carefully:

- As a student receiving services through the Office of Disabilities Services, I agree to the following:
  - I have registered for the course(s) for which I am requesting alternatively formatted instructional materials.
  - I will provide a purchase receipt for the required materials at the time of my request or when I pick them up.
  - I will not copy or reproduce alternatively formatted instructional materials nor allow anyone else to do so pursuant to the requirements of the copyright revision act of 1976 as amended (17 U.S.C. 101 et seq.)
  - I will not share alternatively formatted materials with any other party.
  - If and when I 1) re-sell my copy of the standard materials, or 2) drop the course, I will return the alternatively formatted materials to the ODS **within seven days**.
  - I understand that any violation of this agreement may be considered a violation of the VMI Code of Conduct and may result in penalties including suspension and dismissal. Violations may also constitute a violation of federal and/or state laws. Furthermore, if I violate this agreement the publisher may not be required to provide electronic formats of any other instructional materials to the college for me to use.
- **Additional notes:**
  - Requests are processed on a first-come, first-served basis. Please allow 1-2 weeks for processing during busy times. **To ensure that your materials are ready for you when classes begin, it is recommended that you submit all requests at least ONE MONTH in advance.**
  - Notify Office of Disabilities Services **immediately** of **any changes** in class schedule or course syllabus, which affect book requests by email ([jonesl10@vmi.edu](mailto:jonesl10@vmi.edu)) or phone (540-464-7667).
  - You will be informed via email when your orders are ready.
  - Contact the Office of Disabilities Services if you have any questions about your alternate text materials.

Cadet signature: \_\_\_\_\_

Date: \_\_\_\_\_