



# *Accessibility Services Manual*

**Wellness Center:  
Office of Accessibility Services  
Choate Campus, Room 118  
[WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu)**



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*Welcome!*

The Office of Accessibility Services at Trocaire College is committed to providing full participation of students with disabilities. It is our goal to support student success and work to get reasonable accommodations in place for students who may be eligible. We strive to have a supportive environment to help students achieve their goals.

Trocaire College will make reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 to provide academically qualified individuals with a disability access to the College's services, programs and activities. Students must be able to meet academic requirements of the college as well as technical standards of the programs they may be entering with or without reasonable accommodations.

The Office of Accessibility Services is located on the 1<sup>st</sup> Floor in the Wellness Center on the Choate Campus. In addition to getting accommodations in place, The Office of Accessibility Services is here as a support to students, faculty, and staff and all are encouraged to contact the office throughout the semester for questions, concerns, and additional support.

If you are interested in learning more about the Accessibility Services, please contact the Director of Wellness in The Office of Accessibility Services at [WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu).

Best regards,  
Director of Wellness



## Overview of Laws

### **Rehabilitation Act**

Prohibits federal agencies and their grantees and contractors from discriminating against people based on disability in employment, programs and activities.

### **Section 504 of the Rehabilitation Act of 1973 (ADA/504)**

A federal statute that guarantees the rights of disabled people to equal opportunity in all programs and activities that receive federal financial assistance. It prohibits discrimination against qualified individuals solely on the basis of disability. Section 504 regulations apply to state education agencies, elementary and secondary school systems, colleges and universities, libraries, vocational schools and state vocational rehabilitation agencies.

### **Americans with Disabilities Act of 1990**

Signed into law to protect individuals with disabilities against discrimination in employment; in programs operated by city, county, and state entities; public and private transportation, public accommodations and telecommunication services.

The ADA Amendment Act of 2008 (ADAAA) was enacted on September 25, 2008, and became effective on January 1, 2009. The law made a number of significant changes to the definition of “disability” under the Americans with Disabilities Act (ADA). It also directed the U.S. Equal Employment Opportunity Commission (EEOC) to amend its ADA regulations to reflect the changes made by the ADAAA. The EEOC issued a Notice of Proposed Rulemaking (NPRM) on September 23, 2009. The final regulations were approved by a bipartisan vote and were published in the Federal Register on March 25, 2011.

In enacting the ADAAA, Congress made it easier for an individual seeking protection under the ADA to establish that he or she has a disability within the meaning of the statute. Congress overturned several Supreme Court decisions that Congress believed had interpreted the definition of “disability” too narrowly, resulting in a denial of protection for many individuals with impairments such as cancer, diabetes, and epilepsy. The ADAAA states that the definition of disability should be interpreted in favor of broad coverage of individuals.

In order to be considered a student with a disability at Trocaire College, the student must fit the following definition under the Americans with Disabilities Act (ADA):

- A. Student with a disability is defined as an individual who:
  1. Is enrolled as a student in the College, or seeks to enroll as a student in the College, and who has a physical or mental impairment that substantially limits a major life activity;



2. Has a record of having such an impairment; or
  3. Is regarded as having such as impairment.
- B. A qualified individual with a disability is one who meets the essential functions or requirements of a program with or without reasonable accommodations.
- C. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major bodily functions - a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

### **Section 508**

Section 508 of the Rehabilitation Act of 1973, requires that when certain entities develop, procure, maintain, or use electronic and information technology, individuals with disabilities have access to and use of information and data that is comparable to the access and use by individuals without disabilities, unless providing such access or use would be an undue burden on the entity.

### **Title II**

**Title II:** Title II requires that colleges receiving government funding not discriminate against individuals with disabilities.

### **ADA Part-Time TAP: Financial Aid for Students with Disabilities in New York State**

ADA TAP is an award for students who must take a reduced course load based on their disability. Students with a disability may enroll in 3-12 credit hours per semester and be eligible for ADA/part-time TAP. Upon enrollment and based on eligibility, students receive a prorated portion of the TAP award they would be eligible for if they were enrolled full time. More information about ADA TAP can be found at the New York State Higher Education Services Corporation website: ADA Part time TAP (<https://www.hesc.ny.gov/partner-access/financial-aid-professionals/tap-and-scholarship-resources/tap-coach/12-ada-part-time-tap.html>)

### **Confidentiality**

Our student's privacy is important to us. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Student's disability records are kept secured in the Office of Accessibility Services and are not released without the student's permission.

For more information on FERPA:

<https://trocaire.edu/privacy-student-records-family-educational-rights-privacy-act-ferpa/>



## **Non-Discrimination Policy**

Trocaire College does not discriminate in admission, employment, in the administration of its educational policies, scholarship and loan programs, and other institutionally administered programs, on the basis of an individual's actual or perceived, race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, familial status, military status, veteran status, disability, domestic violence victim status, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws. Retaliation against an individual because he or she made a complaint, testified or participated in any manner in an investigation or proceeding will not be tolerated and is unlawful under Civil Rights laws.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment, including the Americans with Disabilities Act, (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the New York State Human Rights Law.

If you are a student who feels that you have been discriminated against on the basis of your disability, please contact:

Civil Rights Compliance Officer/ Title IX Coordinator  
360 Choate Ave, Room 321  
Buffalo, NY 14220  
716.827.2461

[CivilRightsCompliance@Trocaire.edu](mailto:CivilRightsCompliance@Trocaire.edu)

<https://trocaire.edu/title-ix-enough-enough-non-discrimination-resources/>



## **Students Rights and Responsibilities**

Students with disabilities have the right to:

- Voluntary disclosure of disability.
- Equal access to course, program, instructional materials, services, jobs, activities, and facilities available through the college or university.
- Appropriate confidentiality of all information pertaining to disability with the choice of to whom to disclose the disability, except as required by law.
- When requested in a timely manner, reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined by the institution on a case-by-case and/or course-by-course basis, including accessibly formatted materials.

Students with disabilities have the responsibility to:

- Meet the eligibility and essential technical standards, both academic and institutional, including the student code of conduct.
- Identify him/herself in a timely manner as an individual with a disability to the office responsible for accommodations when requesting an accommodation.
- Provide documentation from a qualified source that verifies the nature of the disability, current impact of that disability on every day activities, and the need for specific accommodations.
- Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and services.
- Inform the College's Director of Wellness in the Office of Accessibility Services of the existence of a disability and the need for accommodations by completing an Accessibility Services Intake Form.
- Maintain academic, admissions, conduct, and graduation standards.



## General Guidelines

In order to determine eligibility, all students seeking accommodations are required to provide the Office of Accessibility Services with the appropriate medical, psychological, and/or educational documentation of their disability from a licensed professional.

Requests for accommodations are evaluated based on the review of documentation provided as well the student's self-report and observation regarding current functional limitations.

Students are encouraged to contact the Office of Accessibility Services to discuss what documentation they may have and/or obtain assistance in getting linked to appropriate provider to get an evaluation/testing done if you think you may be a student in need of accommodations.

Examples of appropriate documentation include:

- A diagnostic statement from a qualified professional (ex. psychologist, neuropsychologist, educational psychologist, learning disability specialist, psychiatrist, or medically-based physician) identifying the disability, current functioning, and recommendation for accommodations. (Please note: prescriptions from a physician are **NOT** acceptable forms of documentation)
- A description of the diagnostic tests used along with the specific results and date administered may be required.
- Documentation that contain the evaluator's recommendations detailing accommodations that would be implemented for the specific disability.

\*In determining the acceptability of documentation, Trocaire College follows "Best Practices: Disability Documentation in Higher Education," including the "Seven Essential Elements of Quality Disability Documentation" published by the Association on Higher Education and Disability (AHEAD). See the AHEAD website at <http://www.ahead.org>.

**Please Note:** No accommodation will be provided if it changes the nature, service, or activity of the institution. Like all students, students receiving accommodation will have to be able to meet the essential requirements and technical standards of the program that they are enrolled in with or without accommodations.

## **Student Identification and Initial Steps for Receiving Accommodations:**

1. In order to determine eligibility for accommodations and/or auxiliary aides, students must contact the Office of Accessibility Services and self-identify as a student with a disability and schedule an initial intake meeting.
2. It will be discussed with the student what documentation they will need to provide the office as part of the process to determine eligibility. If the student has appropriate documentation or is working with a current licensed provider who can supply the needed documentation, the student can send the documentation ahead of time to be reviewed or plan to bring the documentation with them to their initial intake meeting. When possible, it is recommended for students to send the documentation prior to the initial intake meeting to ensure that it is sufficient. If a student submits documentation that is not sufficient it can then be discussed what additional information may be needed.
3. If the student has:
  - a. No prior documented disability, he or she can be referred for an appropriate evaluation; no accommodations will be given at that time until documentation is provided.
  - b. A prior documented disability, but the documentation provided is not sufficient or does not accurately reflect current functioning, the student may be granted provisional accommodations if he or she is in the process of obtaining updated testing/evaluation for the duration of the current semester until the updated documentation is provided.
4. The student must meet with the Office of Accessibility Services for an initial intake meeting. During the intake meeting, the student will be expected to discuss their academic history and use of accommodations. The student will also be asked questions in regards to how their disability affects their current functioning in relation to the accommodations that they are requesting. This information will be taken into consideration in addition to the supporting documentation when determining accommodations.
5. Once a student is found eligible for accommodations at the intake meeting, the student will sign the intake indicating they are in agreement with accommodations they are eligible for. Then a notification letter will be written on behalf of the student to current instructors for the classes that the student would like to utilize their accommodations for and chooses to make aware. A copy of that notification is given to the student as well as emailed to instructors.
6. Students must schedule a meeting with each of their instructors and bring a copy of their notification with them to discuss how their accommodations will work for each of their classes and discuss any question, concerns, or information that may be beneficial to plan for.



7. Students must schedule an appointment with The Office of Accessibility Services each semester they would like to utilize their accommodations to review and/or update accommodations. Depending on the nature of a student's disability updated documentation may be needed.

***Please Note:*** While students can initiate the accommodation process at any time throughout the semester, it is recommended that a student makes contact as early as possible. Accommodations begin at the time that a student is found eligible and instructors are notified, and **cannot be granted retroactively.**

## Academic Accommodations

**Academic Accommodations may include, but are not limited to:**

- Testing Accommodations such as: extended testing time, testing in a less distracting environment outside of the classroom, use of assistive technology for test reading, scribes
- Notetaking
- Permission to record lectures
- Books in alternative format

### **Testing Accommodations**

Students eligible for testing accommodations are able to utilize their accommodations for any tests/quizzes given in their academic courses throughout the semester. Testing accommodations indicated are for written tests/quizzes, any skills based or clinical accommodations must be requested separately and will be discussed between The Office of Accessibility Services and the academic program to determine if the accommodation request would be reasonable based on the learning requirements of the course.

Student testing accommodations may include:

- Extended Testing Time
- Testing in a less distracting environment outside of the classroom
- Use of assistive technology- such as test reading software
- Scribes
- Test Readers

Students who are eligible for testing accommodations may choose to meet with their instructors and discuss testing options. All testing information, including test start time must be approved by the instructor. Students who have lecture directly following tests should plan ahead and discuss with their instructors the best plan for test days. Students may wish to make a plan with their instructors to take their tests/quizzes in the classroom or may utilize the Learning Center to receive their testing accommodations.

**Please Note:** Students who are in Evening Programs are not required to start their tests prior to 5pm. Students whose schedules permit, may choose to discuss with their instructor and start their tests earlier so that they do not miss any of classroom lecture that may follow the test. Students who may be late to lecture or miss information given in the classroom while testing in The Palisano Learning Center are responsible for obtaining any missed information from their instructor.



### **Online Tests:**

Students who are seeking to use their Testing Accommodations for an online test must also be responsible for contacting their instructor via e-mail or by scheduling a time to meet with them to notify the instructor that they plan to utilize their testing accommodations for that class. For students eligible for extended test time, the instructor is able to go into Moodle to extend the time for timed tests/quizzes to meet the student's accommodation.

### **How to Schedule your tests with The Palisano Learning Center:**

1. Students will log into their **student portal** and go under **Student Support Services** on the Left Hand Side. They will then click **Accommodation Testing Request Form**. Students must schedule tests at least **5 business days** prior to each test you are scheduling. Students are encouraged to schedule all tests as early as possible in the semester.
2. Students will fill out the online form to request a testing spot in The Palisano Learning Center. All parts of the form must be filled in **completely**. Time that you are requesting to start your test may/ or may not be the same as the class. Please keep in mind if you are eligible for extended testing time and plan to start your tests earlier or later than the time of your class your **anticipated start time** must be the time indicated on the form and should be discussed with and will need to be approved by your instructor prior to being scheduled.
3. Once all fields are filled out, click **Submit**
4. This information will be sent to both your instructor and The Palisano Learning Center for approval. If your request is approved by your instructor, you will receive a confirmation e-mail. If your request is denied, you will receive an e-mail as to why.
5. Once information is given by your instructor and approved, you will receive an email reminder to your Trocaire account **2 days** prior to your scheduled test with your testing information.
6. Instructor will e-mail or deliver test/ exam to The Palisano Learning Center at least 2 days prior to the Test.
7. Student will arrive at least **10 minutes prior** to the designated testing time prearranged with the instructor or The Palisano Learning Center staff. Students may only take the test at the scheduled time.
8. Once the test is completed, The Palisano Learning Center staff will follow the test pick up plan indicated by the instructor on the online form.

**Please Note:** Only those students who have been found eligible for testing accommodations through the Office of Accessibility Services may schedule their tests at the Learning Center. Eligible students should only schedule tests/quizzes that they plan to take in the Learning Center.

It is the responsibility of the **student** to make the Palisano Learning Center aware of any changes in dates/times of scheduled tests. Students should e-mail [Accessibiltyservice@Trocaire.edu](mailto:Accessibiltyservice@Trocaire.edu) with any change in testing information.

**All scheduled tests must be scheduled within The Palisano Learning Center's business hours.**



## **The Palisano Learning Center Accommodation Testing Guidelines:**

### **What to expect on Testing Days**

To enforce the highest academic integrity while administering exams, The Palisano Learning Center requires test-takers to adhere to the following guidelines:

1. Student must have **photo ID** to sign in to take the test.
2. The following items are **not allowed** in the testing area and must be placed in the designated area in testing center prior to the start all tests:  
\*Electronic devices, bags, notebooks/books, purses, jackets or other personal belongings (\*unless permitted by instructor).
3. **No food or beverages** are allowed in testing room unless given permission for medical reasons.
4. All materials- including scrap paper- must be returned to proctor upon completion of exam.
5. In order to uphold academic standards, test takers may not leave testing site during examination and will forfeit the ability to complete their test in doing so, unless given permission for medical reasons.  
**Students are encouraged to use the rest room or take care of any personal needs prior to the start of the test.**
6. The student should be present at The Palisano Learning Center at least **10 minutes** prior to the start of the scheduled test time. Each test has a scheduled start and end time, and it is expected that the student will begin their test at the scheduled testing time.

**If a proctor suspects that a test taker is cheating the test will be stopped and the incident will be reported to the instructor.**



## **Notetaking**

Notetaking assistance is provided as an accommodation for students whose documented disabilities interfere with their ability to take notes. Whenever possible, assistive technology will be used. If a student has a disability need that may require an alternative notetaking plan that should be discussed at their initial intake with The Office of Accessibility Services. If a student is in need of a peer note taker, an announcement will be made to the classroom requesting a note taker for the semester. Student note takers are a paid position and students must fill out necessary paperwork through Human Resources. Note takers will be expected to attend all classes except in cases of illness or emergency and provide copies of notes within 24 hours of lecture. If a student is unhappy with the quality of notes received by the note taker, the student should make the Office of Accessibility Services aware as soon as possible.

## **Recording of Lectures**

If a student is eligible to record classroom lectures as an accommodation, they must sign an agreement stating that these recordings are being used only for their own personal study use and that they will be erased at the end of the semester.

## **Alternative Text Books**

Students with learning and/or physical disabilities who require alternative access to print materials may be eligible to receive textbooks or other educational materials in an alternative format. Students who are seeking materials in alternative format must fill out an alternative format request form as early as possible as some materials may take up to a few weeks upon request.

# **Assistive Technology**

Assistive technology is any tool that helps students with disabilities do things more independently to obtain equal access to course materials.

For more information about available resources, visit the Office of Information Technology website at <https://my.trocaire.edu/oit/>

**Please Note:** Students whose individualized accommodations include technology equipment that will be loaned out for the semester must sign a Technology Loan Agreement and are responsible for the cost of the technology equipment if it is not returned one week after the end of the semester.



## **Appendices**

- I. Testing Guidelines and Procedures
- II. Recording of Lectures
- III. Testing Accommodations for Evening Program Students
- IV. Textbooks in Alternative Format

**ACCESSIBILITY SERVICES**

Wellness Center, Room 118

Email: [WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu)

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**Accessibility Services Testing Accommodations Procedures and Guidelines**

Once found eligible for accommodations students are to set up a meeting with all instructors during office hours for each course at the **beginning of the semester** or do so **one week** prior to the first exam that they would want to use accommodations. The student and instructor will need to plan how their accommodations will be utilized for each class and discuss any questions or concerns.

**If students choose to take their testing accommodations in The Palisano Learning Center (PLC), students must fill out the Testing Request online form at least 5 business days prior to the test.**

- 9.** Students will log into their **e-student portal** and go under **Student Services** on the Left Hand Side. They will then click **Accommodation Testing-then click Submit an Accommodation Testing Request** (on the top middle of the page). Complete the entire form. Students must schedule tests at least **5 business days** prior to test date. Students are encouraged to fill out testing information as early as possible.
- 10.** Students will fill out the online form to request a testing spot in The Palisano Learning Center (PLC). All parts of the form must be filled in **completely**. Time that you are requesting to start your test may/or may not be the same as the class. If you are eligible for extended testing time and plan to start your tests earlier or later than the time of your class, your **anticipated start time** must be the time indicated on the form and will need to be approved by your instructor prior to being scheduled.
- 11.** Once all fields are filled out, click **Submit**.
- 12.** This information will be sent to both your instructor and The Palisano Learning Center (PLC) for approval. If your request is approved by your instructor, you will receive a confirmation email. If your request is denied, you will receive an email as to why.
- 13.** Once information is submitted by your instructor and approved, you will receive an email reminder to your Trocaire account **2 days** prior to your scheduled test with your testing information.
- 14.** Instructor will email or deliver test/exam to The Palisano Learning Center (PLC) at least 2 days prior to the test.
- 15.** Student will arrive at least **10 minutes prior** to the designated testing time prearranged with the instructor or The Palisano Learning Center (PLC) staff. Students may only take the test at the scheduled time that was approved by your instructor on the initial request form.
- 16.** Once the test is completed, The Palisano Learning Center (PLC) staff will follow the test pick up plan indicated by the instructor on the online form.



**Please Note:** If any testing information has changed or if you have questions regarding test scheduling, please contact The Palisano Learning Center (PLC) at [Accessibilityservice@Trocaire.edu](mailto:Accessibilityservice@Trocaire.edu) as soon as possible.

**GUIDELINES FOR USE OF THE PALISANO LEARNING CENTER (PLC) ON TEST DAY**

To enforce the highest academic integrity while administering exams, The Palisano Learning Center (PLC) requires test-takers to adhere to the following guidelines:

1. Students should arrive to The Palisano Learning Center (PLC)/Testing Center **Room 111 at least 10 minutes** prior to the start of your scheduled test time. Each test has a scheduled start and end time, and it is expected that the student will begin their test at the scheduled testing time.
2. Student must have **photo ID** to sign in to take the test.
3. The following items are **not allowed** in the testing area and must be left with the proctor:  
\*Electronic devices, bags, notebooks/books, purses, jackets or other personal belongings (\*unless permitted by instructor).
3. **No food or beverages** are allowed in testing room unless given permission for medical reasons.
4. All materials- including scrap paper- must be returned to proctor upon completion of exam.
5. In order to uphold academic standards, test takers may not leave testing site during examination and will forfeit the ability to complete their test in doing so. **Students are encouraged to use the rest room or take care of any personal needs prior to the start of the test.**

**If a proctor finds that a test taker is cheating the test will be stopped and the incident will be reported to the instructor.**

**I understand and adhere to the said policies regarding the receipt of accommodations through The Palisano Learning Center (PLC). I understand that failure to adhere to required guidelines may result in not being able to utilize The Palisano Learning Center (PLC) for my testing accommodations.**

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Accessibility Services Signature \_\_\_\_\_ Date \_\_\_\_\_



**ACCESSIBILITY SERVICES**

Wellness Center, Room 116

Office Phone: 716-827-2412

Email: [WellnessCenter@trocaire.edu](mailto:WellnessCenter@trocaire.edu)

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**Agreement for Recording Classroom Lectures**

According to Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide reasonable accommodations to students with documented disabilities. Recording of lectures is a reasonable accommodation for certain students with disabilities.

Faculty will be notified that a student is eligible to record lectures when receiving a copy of their accommodation letter.

To ensure academic integrity of the course material, qualified students with disabilities who are eligible for recording as a reasonable accommodation must sign this agreement.

I, \_\_\_\_\_ agree that the recordings of my courses will be for my use only and I will not make copies of my recordings or allow anyone else to listen to or use the audio recordings. I also agree that I will delete the recording for each class at the completion of the course.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Accessibility Services Signature

\_\_\_\_\_

Date



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Wellness Center- Room 116  
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Email: [WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu)

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**Testing Accommodations for Students in Evening Programs**

For students in Evening Programs beginning at 5 pm, please indicate the testing plan that will work best to meet your accommodations:

- I will start my exams at 5 pm, knowing that if I miss part of my classroom lecture that I am responsible for contacting my instructor to get any information I may have missed.
- I choose to start my tests prior to 5 pm
- I will work with my instructor and the Office of Accessibility Services to determine an alternative day/time to take my tests.

The information above should be discussed with your instructor and indicated on your Test Reservation Form. The dates/times indicated on the Test Reservation forms are the dates that will be used to schedule testing times in the Learning Center.

I understand that my if testing time needs to be changed for any tests throughout the semester that I would need to make my instructor and the Learning Center aware in advance and the updated testing time would need to be agreed upon and updated in the testing schedule.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accessibility Services Signature

\_\_\_\_\_  
Date



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Wellness Center- Room 118

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Email: [WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu)

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**Alternative Format Request- Textbooks**

Student Name: \_\_\_\_\_

Semester: \_\_\_\_\_

<b>Course Name:</b>	
<b>Faculty Name:</b>	
<b>Book Title/Edition:</b>	
<b>ISBN#</b>	
<b>Format Requested:</b> DOC/PDF/XML	
<b>Receipt Attached:</b> YES/ NO	

<b>Course Name:</b>	
<b>Faculty Name:</b>	
<b>Book Title/Edition:</b>	
<b>ISBN#</b>	
<b>Format Requested:</b> DOC/PDF/XML	
<b>Receipt Attached:</b> YES/ NO	



<b>Course Name:</b>	
<b>Faculty Name:</b>	
<b>Book Title/Edition:</b>	
<b>ISBN#</b>	
<b>Format Requested:</b> DOC/PDF/XML	
<b>Receipt Attached:</b> YES/ NO	

<b>Course Name:</b>	
<b>Faculty Name:</b>	
<b>Book Title/Edition:</b>	
<b>ISBN#</b>	
<b>Format Requested:</b> DOC/PDF/XML	
<b>Receipt Attached:</b> YES/ NO	

<b>Course Name:</b>	
<b>Faculty Name:</b>	
<b>Book Title/Edition:</b>	
<b>ISBN#</b>	
<b>Format Requested:</b> DOC/PDF/XML	
<b>Receipt Attached:</b> YES/ NO	

**(Use additional sheet if needed)**

**Student Procedures**

- I understand to receive alternative format textbooks, I must be enrolled in the above listed classes, have a qualifying diagnosis and be found eligible through Accessibility Services.
- I understand that I must provide proof of purchasing or renting textbooks to Accessibility Services prior to receiving any books in alternative format.
- I agree that the alternative format materials I receive will be used solely for my individual educational purposed and I will not copy or reproduce this material or share it with others.

**\*I have read and agree to the procedures listed above**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**