

Carnegie Mellon

Equal Opportunity Services • Whitfield Hall, 143 N. Craig Street, Pittsburgh PA 15213

Everett Tademy, Director (412) 268-2012 et19@andrew.cmu.edu

Larry Powell, EOS Manager (412)268-2013- lpowell@andrew.cmu.edu

Courtney Bryant, EOS Administrative Coordinator (412) 268-2012 – cbryant@andrew.cmu.edu

<http://hr.web.cmu.edu/current/eos>

Alternative Format Request Form

Assistance for Individuals with Disabilities

Qualified individuals are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA regulations). Accommodations are determined on a case-by-case basis. Equal Opportunity Services serve as links between individuals with disabilities and the campus community. Information released will provide documentation of a disability for faculty, staff, students and prospective students of Carnegie Mellon University. All information will be considered confidential and only released to appropriate personnel on a need to know basis. To access services, individuals must initiate a request in writing for specific services/accommodations (books on tape, enlargements, interpreters, etc.). Accommodations prescribed only apply to Carnegie Mellon University and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance.

Please fill out the form below. This will initiate your requested accommodation

Name: _____ Date: _____

Phone: _____ E-mail: _____ SS#: _____

Circle Service Requested: Alternative Text Format Enlargements Readers Braille Other

Other: _____

Course(s) _____

Professor(s) Name/Phone/E-mail _____

Book(s)/Handout(s) name _____

Syllabus Attached: Y N

Enlarge: 50%

100%

150%

Order of Page/chapters needed:

Chapters _____ Page Numbers _____ Date Needed _____

Chapters _____ Page Numbers _____ Date Needed _____

Chapters _____ Page Numbers _____ Date Needed _____

Chapters _____ Page Numbers _____ Date Needed _____

This document can be produced in an alternative format. Call 412/268-2012