

# Carnegie Mellon

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

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<http://www.cmu.edu/j/eos>

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## 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