



## Inclusive Access Request/Change Form

### Requested Information

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_ Effective Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Book Title & Publisher: \_\_\_\_\_ Author: \_\_\_\_\_

Applied Course(s): \_\_\_\_\_

Cost to Student: \_\_\_\_\_

### Approvals

Department: \_\_\_\_\_

Department Chair Signature \_\_\_\_\_

College: \_\_\_\_\_

Dean Signature \_\_\_\_\_

Fiscal Manager for IA Signature: \_\_\_\_\_

Finance Signature: \_\_\_\_\_

\* Submit completed form(s) to the Fiscal Manager for Inclusive Access Textbook Affordability (IATA) Jamie Fager via campus mail to MS 620 or via email [jamie.fager@utoledo.edu](mailto:jamie.fager@utoledo.edu), who will keep a record of all Inclusive Access adoptions and who will distribute the information to the Office of Finance and Administration and to the Bookstore.

\*Completed form(s) with all approvals **must be delivered to the Fiscal Manager for IATA at least three weeks before registration opens** for the academic term that Inclusive Access adoption is to begin.