This document has been developed to provide information and direction regarding the alternative text services the Access Center provides. Students who request alternative text are responsible for following the policies and procedures outlined below.

- Alternative text material may only be requested by students registered with the Access Center who have been approved for this accommodation.
- The student must be enrolled in the course for which the alternative format material is being requested.
- Due to copyright restrictions the student must purchase a copy of all required textbooks and provide a receipt or other proof of purchase to the Access Center before any alternative text materials will be provided to you.
- Requests for alternative text material should be submitted by completing the “Alternative Format Request Form” located on the Access Center website, www.msudenver.edu/access/forms.
- Alternative text requests should be submitted as soon as the student registers for their courses. Course textbook information is available on ConnectU, by clicking on the “View Book Information” link at the bottom of the Registration Page.
- Requests are processed in the order they are received. Conversion time can vary but it generally takes 1-2 weeks from the time we receive your book. Requests received after the semester begins must be accompanied with a course syllabus. In order to meet immediate needs of as many students as possible after the semester begins, alternative text material may be provided in stages based on the course syllabus and direction from the requesting student.
- If we do not have a requested textbook in our archives, and we cannot acquire it directly from the publisher, we may require the student to provide the textbook to scan. In the process of scanning books, the pages will be cut from the binding. When the conversion process is completed, the pages will be comb-bound and returned to the student.
- In the event that a student drops the class, or there is a change in textbooks, the student should notify the Access Center immediately.
• In order to access electronic materials, while off-campus, students are responsible for acquiring either free or commercial screen reading software. Introductory training on this software is available by scheduling an appointment with our Adaptive Technology Staff, 303-615-0200.

• When the request is completed, the Access Center will send an e-mail notification to the student’s MSU Denver e-mail account. Please bring a USB drive in order to transfer the electronic files. Other arrangements in providing the files to the student will be considered if it is problematic for the student to come to campus.

• The student agrees not to reproduce or distribute any alternative text materials nor can anyone else be allowed to do so. Any further reproduction or distribution is considered copyright infringement.

I have read and understand the policies and procedures outlined above. I understand that failure to abide by this agreement may constitute a violation of MSU Denver’s Student Code of Conduct as contained in the Student Handbook.

Signature: _________________________________________

Print Name: ________________________________________

Date: __________________