

Alternative Format Policies and Procedures

This document is intended to provide information regarding the alternative format services provided by the Access Center. Students who request alternative format are responsible for following the policies and procedures outlined below.

- Alternative format may only be requested by active 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 is being requested.
- Due to copyright requirements, 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 format materials are provided.
- The student agrees to not reproduce, share, or otherwise distribute any alternative format materials provided by the Access Center to any other individual. Violation of this agreement is considered copyright infringement.
- Alternative format requests should be submitted as soon as the student registers for their courses. Course textbook information is available from the Student Hub, by clicking on the “View Book Information” link at the bottom of the Registration Page.
- Requests for alternative format must be submitted by completing the “7. Request Textbooks in Alternative Format” form, located on the home page of the Access Center website, www.msudenver.edu/access. If the student is unable to access this form, or needs assistance completing it, they may contact the Access Center.
- In the event a student drops a class for which alternative format was requested, or there is a change in textbooks, the student must notify the Access Center immediately.
- Requests are processed in the order they are received. Conversion time can vary depending on the request, but can take up to 6 weeks or more.
- In order to meet the immediate needs of as many students as possible, alternative format may be provided in stages. By default, the Access Center will process books in order from front to back. If a student will require content in a non-typical order (e.g., the class will cover material in the book starting with chapter 9 instead of chapter 1), the student can provide the Access Center with a copy of their syllabus or course schedule to assist in ensuring material is processed in a more appropriate order.
- If we are unable to acquire a suitable copy of a requested textbook, the student may be asked to provide a hard copy of their textbook to be cut and scanned to create one. This process requires the binding of the textbook to be cut, allowing the Access Center to scan and process the book. Upon completion of the processing, the textbook will be re-bound with a plastic spiral comb, and returned to the student.
- Once a request is completed, the Access Center will send an email to the student containing a link to download the processed files from a OneDrive folder. If the student experiences any issues in downloading these files, they should contact our office immediately. If a student prefers, they may also bring a USB drive to our office to have the files downloaded.
- At the conclusion of the semester, all download links and OneDrive folders will be deactivated and removed. The student must download all files they wish to keep to their personal device prior to the conclusion of the semester.