

Metropolitan State College of Denver
Access Center
Alternative Format Material Policies and Procedures

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

- Alternative format 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.
- Requests for alternative format material should be submitted by completing the on-line form located on the Access Center website, www.mscd.edu/~access, under the forms section.
- Alternative format requests must be submitted as soon as the student learns of their need; ideally, once a student enrolls in a course, he or she should try to get the reading list for the course from the academic department or the bookstore.
- In the event that a student drops the class, or there is a change in the materials needed to be provided, the student should notify the Access Center immediately.
- Requests are processed in the order they are received. 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 formatted material may be provided in stages based on the course syllabus and direction from the requesting student.
- All print material must be purchased for conversion into alternative format. Print material already available in our archive, obtained from the publisher or RFB&D will require proof of the purchase (original receipt) before any converted material will be released to the student.
- The student is responsible for returning all RFB&D material provided by the end of each semester.
- 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.

- The student may need to purchase or download free document reading software to access the alternative formatted material when off campus.
- E-Text will be e-mailed to the student's Metro e-mail account unless the file is too large or other arrangements have been approved by the Alternative Text Coordinator.
- All electronic files downloaded to your computer must be deleted by the end of the semester in which the student requested the material.
- 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 Metro State College's Student Code of Conduct as contained in the Student Handbook.

Signature: _____

Print Name: _____

Date: _____