Accessible Media (AM) Guidelines

The Accessibility Services Office (ASO) can convert printed materials, such as textbooks and classroom handouts, into different formats ("accessible media"). This allows students to read the material using a computer. Students approved for an alternate format of their print materials are responsible for requesting this accommodation throughout their college career at ODU. AM can include electronic text, large print, audio materials, and braille for both required and recommended course reading assignments. This includes textbooks, syllabi, handouts, materials posted to PantherLearn, etc. The AM Guidelines below outline how to request and receive AM services in a timely manner. Contact ASO at accessibilityservices@ohiodominican.edu or (614) 251-4234 for questions.

Submit requests for Accessible Media as soon as possible

Students approved for Accessible Media will need to submit a request every semester. Submitting requests as soon as a student is officially registered for classes is crucial. Submitting an AM request as early as possible increases the likelihood that materials will be ready by the start of the semester. The Accessible Media Request form is filled out and submitted online: AM Request Form. ASO is available to help students complete this request form if needed. When dropping/adding a course, or if an instructor changes the required textbook, please complete an updated form as soon as possible.

Introductory AM Training

In addition to the AM Request form, students must complete an introductory training to discuss the request process and assistive technology information. Appointments can be scheduled by emailing accessibilityservices@ohiodominican.edu.

Identify courses for which Accessible Media is being requested

When submitting an AM Request, students should provide the class name AND number (e.g., ENG-110). ASO works in collaboration with the ODU Bookstore to determine what textbooks are required for each course. Students MUST be enrolled in the courses for which Accessible Media is being requested. ASO cannot produce any textbooks/materials for classes not listed on the student's schedule at the time the AM Request is received.

Submitting materials for conversion

In addition to the textbook, other hardcopy classroom materials can be requested for conversion into an accessible format. First, ask the instructor if they have a digital copy of the document/s that can be emailed. If they do not have a digital copy, please drop off a hard copy of the materials to the ASO Coordinator in Spangler Learning Center 227. It typically takes approximately 2 business days for extra materials to be converted and uploaded.

Copyright requirements

Students will need to acquire (rent/purchase/borrow) a personal copy of the textbook(s) used in the course(s). Files provided by ASO may not be copied, shared, or distributed in any manner that violates copyright law.

When will Accessible Media be available?

Accessible Media can take up to six weeks to produce, which is why advanced notice is extremely important. Timeframes for receiving AM can vary and depend on the end format needed by the student and the types of courses the student is taking. While Accessible Media may take up to six weeks to produce, ASO makes every reasonable effort to provide students with accessible materials as soon as possible. Completed AM files are uploaded to a shared folder in One Drive for the student to download to their personal device. Students may contact ASO to check on the progress of their request if it has been at least one week since the request was submitted.

Standard Production Time:

Producing fully edited Accessible Media takes approximately ten (10) business days for most textbooks, and two (2) business days for most extra materials. Some specialized texts and extra materials may take longer than the standard production time and may be delivered on a rolling basis. This can be due to:

- Subject Matter: Math, Science (including Computer Science), Modern Languages
- Paper Production: Braille or large print that requires reformatting and/or re-pagination
- Scan Conversion: marked-up hard copy materials or illegible copies requiring extensive text input by keyboard

In instances where specialized content impacts the typical production period, ASO will inform the student that it will be delivered on a rolling basis. This means that the student will receive content in sections instead of the entire textbook at once. It is the student's responsibility to remain in contact with ASO regarding class deadlines (check due dates on course syllabus; if no due dates are listed, confirm due dates with instructor). Sections of textbooks and/or extra materials will be uploaded to the One Drive folder as soon as they are complete.

"Recommended" Reading Assignments:

Upon request, reading assignments recommended to the whole class may also be converted into Accessible Media when needed for a class. The standard production turnaround times do not apply to AM requests for recommended readings, which have lower priority than AM requests for *required* readings. The volume of pending AM requests for required readings, end format required by the student, and the quality of the original document for the specific recommended reading, all affect turn-around time.

Where to find completed Accessible Media files

When Accessible Media files are ready, all digital files will be uploaded to a shared folder in One Drive. Accessible Media in a paper format (e.g., Braille or large print) are available for pick-up in Spangler Learning Center 227.

Immediately notify ASO of any problems

Promptly inform ASO of any problems with AM files or documents. ASO will investigate the reported problem and take appropriate steps to resolve any issues.

Appropriate usage of Accessible Media Files

The Accessible Media Request form will ask the student to confirm they understand the following points:

- The student must be officially enrolled in the courses for which materials are requested.
- Understanding that an Accessible Media introductory training appointment is required, if not already completed.
- Any materials provided by ASO may not be copied, shared, or distributed in any manner that violates copyright law. By submitting an Accessible Media request, the student is affirming that all Accessible Media materials will be handled appropriately.