Alternate Text Formatting Policy

Students must request alternate text formatting as an accommodation through the established accommodation process.

Students are encouraged to find their texts in an electronic or other accessible format. The Center for Academic Excellence (CAE) website lists alternate text resources students may contact. The CAE also will help students contact publishers to see if texts are available electronically. Some publishing companies require the disability service provider (not the student) to submit the request to the publisher.

If students choose to get texts through Reading for the Blind & Dyslexic (RFB&D), they must have a student membership. Students may purchase a user membership and receive materials other than text books from RFB&D. If a student cannot find the text in an electronic format, the student may request to have the texts scanned at Buena Vista University (BVU) using digital technology. Students on the Storm Lake campus may request to learn how to scan their own materials or they may request to have the CAE scan the texts for them.

To request alternate text format at BVU:

- Students must purchase a copy of the text or other material to be scanned.

- Students must bring/send a copy of the text or other material to be scanned to the CAE. We cannot scan a text we do not have.

- Storm Lake students must fill out a CAE Scan Request Form. If students are not able to complete the form, one of the CAE staff will complete the form with them.

- Storm Lake students must leave a copy of their text with the form. We ask them to put their name in/on the text.

- Scanned material will be placed on the K drive (Storm Lake students) or copied to a jump drive and mailed (Graduate and Professional students), labeled by the text/material name. Students will be manually added to the list of K drive users by administrative technology support (2fix) personnel.

- The CAE staff will scan the texts in order of the date needed.

- Storm Lake students are responsible for checking their K drive folders to find the scanned material.

Students who are at the GPS sites may request to have their scanned material turned into audio files and then saved on a CD or jump drive. Such a request takes additional time.
The CAE will make every attempt to get the requests scanned and to the student in two weeks. It is the students’ responsibility to get the material to the CAE in a timely manner.