**Conversion of Classroom Material for Faculty**

Not all PDF or scanned documents are accessible to students with visual impairments who require the use of assistive technology to access written material. Therefore, the Office of Disability Services (ODS) can assist faculty by converting inaccessible classroom materials (PDFs, handouts, scanned articles, etc.) into editable word documents that can be read by assistive technology that the student uses to listen to text.

If you are interested in this service, please fill out this form and send a **clear** copy of the PDF or scanned article you would like to have converted. ODS will convert the document into a Word (editable) format, which will allow you to be able to edit further as necessary.

Please note:

* Articles/handouts that are blurry or have writing/highlighting on them are difficult to convert and may if fact not be convertible.
* On occasion, the conversion process may change some of the content and layout. Please review and confirm content is correct, and change it as needed.

If you would like our assistance, please follow the steps below:

1. Complete the short form below.
2. Send the original PDF or scanned documents you wish to convert along with this form to ods@marquette.edu.
3. Allow 3 working days for us to convert articles. Books require 10-14 working days.

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Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***\*Please note: we send all converted articles to you to distribute as needed to the student or to upload to your D2L site. Allow for additional time, if needed, for you to review converted document, and upload or distribute as needed.***