

Alternate Media Procedures and Policies

1. Eligibility for this service is determined by the Disabled Students Programs & Services Director, Counselors, or LD Specialists and is based in part on the professional documentation provided by the student.
2. Alternate media must be requested each semester needed. For each title requested, the appropriate request form must be filled out and given to the Access Coordinator.
3. Students requesting materials in alternative formats must own a physical copy of the textbook or other course material, or obtain said materials before the alternate media will be distributed.
4. Requests for materials in alternative format will be considered on a case-by-case basis. Once a request is made, preference will be given to the format specified by the student. However, the recommendation of DSP&S professionals will be used in determining the specific media format for each academic course.
5. Alternative format requests must be submitted as soon as the student learns of their need; late requests will be honored provided that the students making the request understands that the Access Coordinator will set the timeline for completion of the work accordingly.
6. Turn-a-round times for alternative format requests are determined on a case-by-case basis. Upon review of material to be formatted and converted, the Access Coordinator will notify the student of the projected completion date. DSP&S will make every effort to complete the request in a timely manner.
7. The student will not copy or reproduce any material provided by DSP&S, nor allow anyone else to do so. Misuse of this material may result in disciplinary action by College of the Canyons.
8. Students will be provided with one alternative format copy for each material required for academic use. This electronic file is copyrighted and may not be reproduced or distributed in a format other than a specialized format exclusively for use by blind or other persons with disabilities. Any further reproduction or distribution in a format other than a specialized format is an infringement.
9. Student questions regarding alternative format should be addressed directly to the Access Coordinator, Erika Pelkey. [Her phone number is: (661) 362-3356 and her e-mail address is: pelkey_e@mail.coc.cc.ca.us]

Student's Name (please print): _____

Student Signature: _____

Date: _____