

Alternate Media Policies and Procedures

1. Eligibility for service is determined by the Services for Students with Disabilities (SSD) Disability Management Specialist Specialists and is based in part on the professional documentation provided by the student.
2. Alternate media (including e-text, Braille, and/or large print) must be requested each semester needed.
3. The following steps must be followed when placing alternate media requests each semester:

PLEASE NOTE: It is the student's responsibility to obtain, complete, and submit their "Alternate Media Request" forms at the earliest possible date to ensure receipt of alternate media in a timely manner.

Step 1: Student shall fill out and complete the "Schedule Form & Request For Professor Letters" and select request for Textbooks Alternate Format.

Step 2: Once the semester has started **Students are responsible** for completing a "Request for Textbooks in Alternate Formats" form for each textbook needed. If no prior paperwork has been submitted.

4. Students requesting alternate media must own a physical copy of the textbook or other course material, or obtain said materials, and provide proof of purchase before the alternate media will be released to them.
5. If the materials need to be formatted in our office (scanned/read) students will be requested to provide their copy of all textbooks, packets, handouts, etc. to use in the re-formatting process. If scanning is requested, the book will be cut, scanned and rebound.

Note: For rented course textbook, AMC will check the availability of existing alternate formats. If alternate formats of the textbooks are not available, and the textbook needs to be scanned the process may be delayed. Rented books are not allowed to be cut. If rented textbook is brought in for scanning, SSD will not be held responsible for any damage to materials that occur as a result of conversion to alternative format.

6. Requests for alternate format must be made **at least 14 working days** prior to the date needed (3-4 weeks may be needed during peak times). Students whose disabilities severely limit their access will have priority. Requests will then be processed in the order they are received. **It is beneficial for the student to complete the requests before the start of each semester, as resources are more readily available.** Email notification will be sent out when course material is ready to be picked up.
7. Original materials (i.e., books, handouts) not picked up by the end of finals week of each semester will be recycled.
8. Completed textbooks that are not picked up within the semester may result in services being reviewed by a Disability Management Specialist.
9. The student may not copy or reproduce any material provided by SSD, nor allow anyone else to do so (Copyright Revisions Act of 1976, as amended [17 U.S.C. Sec. 101 et seq.]).
10. Student questions regarding alternative formats should be addressed directly to the Alternate Media Coordinator at (559) 278-2811 or at rmaldonado@csufresno.edu.

Student Name (please print)

Student ID#

Student Signature

Date