

### ALTERNATE MEDIA POLICIES AND PROCEDURES

1. Eligibility for service is determined by the Services for Students with Disabilities (SSD) Disability Management Specialist and is based in part on the professional documentation provided by the student.
2. Alternate media (including digital 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:** If additional information is required for research **Students are responsible** for completing a "Request for Textbooks in Alternate Formats" form for each textbook needed.

4. The student is required to purchase or rent each book that they are requesting to satisfy copyright laws. Students must show proof of ownership (such as a purchase or rental receipt) before the release of materials.
5. If the materials need to be formatted in our office (scanned) students will be requested to provide their copy of all textbooks, course packets, handouts, etc. to use in the production process. If scanning is requested, the book will be cut, scanned and rebound.

**PLEASE 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 (4 to 6 weeks may be needed during peak times). Requests will be processed in the order received with students whose disabilities severely limit their access given highest priority." **It is beneficial for the student to complete the requests 6 weeks prior to the beginning of the semester, as resources are more readily available.**
7. Students will be notified through email with a downloadable link of instructional materials.
8. Original materials (i.e., books, handouts) not picked up by the end of finals week of each semester will be recycled.
9. Completed textbooks which are not downloaded within the semester may result in services being reviewed by a Disability Management Specialist.
10. 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.]).
11. Student questions regarding alternative formats should be addressed directly to the Alternate Media Coordinator, Rima Maldonado, at (559) 278-2811 or at ([rmaldonado@mail.fresnostate.edu](mailto:rmaldonado@mail.fresnostate.edu)).

Student Name (Please Print): \_\_\_\_\_ Campus ID Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_