



Alternate Media Student Contract

1. Eligibility for services is determined by your Disability Resource Services (DRS) counselor. Services are based in part on the professional documentation provided by the student.
2. Alternate media (digital text, Braille, and/or large print, audio) must be requested each semester needed.
3. When placing alternate media requests each semester the student will complete the **Request for Professor Letters** form and select the Textbooks Alternate Format accommodation. Once the semester has started, **the student is responsible** for completing an “Alternate Media Request Form”, for any textbooks needed.
4. It is the student’s responsibility to obtain, complete, and submit their “Request for Professor Letters” at the earliest possible date to ensure receipt of alternate media in a timely manner. It is not advisable to wait until books have been purchased. Typically, between four and six weeks’ notice (4-6 weeks) is required to obtain alt-format materials. However, this wait time can be shorter or longer depending upon the specific items and the format being required. We recommend materials be requested as soon as the student completes registration.
5. ***PLEASE NOTE: Alternate media requests must be submitted as soon as the student learns of their need (i.e. immediately following priority registration which allows for Student to plan their accommodations.) Orders are processed in a first- come, first-served manner. Student who cannot otherwise access the materials (i.e., Blind) receive highest priority. Late requests will be honored until campus census date however, the student making the request must understand that the Alternative Media Coordinator (AMC) will set the timeline for completion of the work accordingly.***
6. The student is required to purchase or rent each book that they are requesting to satisfy copyright laws. Student must show proof of ownership (such as a purchase or rental receipt) to the AMC to receive completed alternate materials.
7. If the materials are unavailable through publishers and materials need to be scanned into digital material, the student will need to provide their copy of all textbooks and instructional materials to use in the production and editing process. A syllabus will be needed and the student may only receive one chapter at a time. The binding of the book will be cut off in order to create the electronic text (and will be rebound with a spiral binding before it is returned). DRS Alt Media Production will not be held responsible for any damages that may occur to the book/material as a result of converting the material to an alternative format.

Disability Resource Services

One University Circle | Library Annex LX-24 | Turlock, CA 95382 | T 209.667.3159 | F 209.667.3582
csustan.edu/disability-resource-services

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PLEASE NOTE: For rented course textbooks, the 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 a rented textbook is brought in for scanning, please indicate that the book is a rental. DRS will not be held responsible for any damage to materials that occur as a result of conversion to alternative format.

8. E-mail notifications will be sent out when course material is ready. Digital copies of course materials will be made available to you via your campus Google Drive account. Please let DRS know if you need assistance in using Google Drive.
9. Original instructional materials (textbooks, handouts, etc.) not picked up by the end of finals week of each semester will be recycled.
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 at (209) 667-3159 or efoster2@csustan.edu.

I have read and understand the above policies and agree to abide by them. I understand that failure to follow these policies can result in loss of services.

Student Name (please print)

Student ID#

Student Signature

Date

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