

ALTERNATE MEDIA PROCEDURES & GUIDELINES

Services to Students with Disabilities CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

PROCEDURES:

1. Submit a completed Alternate Media Textbook Request Form each quarter immediately after course registration is completed. This form may be obtained from the SSD office during normal business hours or on the SSD website. The standard production timeline is six (6) weeks following student request.
2. Submit completed Additional Materials Request Form and course materials as soon as available.
3. Submit course syllabi for all courses each quarter.
4. Submit textbooks when requested by SSD. Timely submission will ensure faster delivery of alternate media.
5. Check CSUSB email regularly for alternate media communication.
6. Contact SSD immediately regarding changes in course registration.
7. Sign an Ownership and Copyright Agreement prior to release of alternate media.

GUIDELINES:

1. Requests will be acted upon according to the order in which they are received; however, requests can not be guaranteed to be completed in that order.
2. Students may request alternate media for optional or recommended course materials, but required materials will be given priority.
3. Each request is unique in that the availability, formatting, and editing of course materials varies greatly.
4. Every effort will be made to obtain the student's preferred format. If this format is not available, however, available formats will be supplied given that they provide equal access to the student.
5. SSD communicates with students about alternate media requests through their CSUSB email accounts. SSD notifies students of the status of their requests and delivery through email.
6. The initial email will contain a series of production numbers which students will use to track their alternate media requests. Students will be able to check the progress of their alternate media using their production numbers in the weekly status report sent to the Alternate Media Listserv.
7. If requested materials are not available from in-house libraries or publishers, students will be notified by campus email that they are required to provide the materials to SSD for in-house scanning. If materials require in-house scanning, textbooks and additional course materials will have their bindings cut to allow for high-speed scanning. Materials will be rebound at student's request.
8. SSD will cancel any textbooks requested for in-house scanning if not received from student five (5) working days after request date.
9. Students will be notified as requests are completed and are available for pick up via campus email. Every effort will be made to meet the six (6) week standard production timeline. SSD will work with students and faculty if students do not have alternate media due to delay in production.
10. Any questions or concerns regarding alternate media accommodations, formats provided, or difficulties accessing provided files should be directed to the Alternate Media Specialist.
11. Alternate media is intended solely for the educational purposes of the student. According to Copyright Revisions Act of 1976, as amended [17 U.S.C. Sec. 101 et seq.], students may not copy, duplicate or distribute the alternate media.
12. According to Section 67302 of the Education Code, any individual, firm, partnership, or corporation that publishes materials electronically distributed to students with disabilities may request the signature of a student using their materials as proof of copyright agreement (see above, Section 10).

I have read and agree to follow the Alternate Media Procedures and Guidelines.

Student Signature

Date

Staff Signature

Date