



Alternate Media Procedures & Policies

1. Eligibility for this service is determined by the Disabled Students Programs & Services Coordinator, Counselors, or LD Specialists. Eligibility is in part based on the professional documentation provided by the student.
2. 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 provided.
3. Alternate media must be requested each semester needed. For each title requested, the appropriate request form must be filled out and given to the Alt Media and Access Specialist.
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 along with availability of materials.
5. Alternative format requests must be submitted as soon as the student learns of their need; late requests will be honored provided that the student making the request understands that the Alt Media and Access Specialist will set the timeline for completion of the work.
6. Turn-a-round times for alternative format requests are determined on a case-by-case basis and may vary. Every effort will be made to complete the request in a timely manner. The Alt Media and Access Specialist will notify the student of the projected completion date.
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 Cuyamaca College.
8. Students will be provided with one alternative format for each material requested. This alternative formatted material is copyrighted and may not be reproduced or distributed in any format. These alternative formats are exclusively for use by blind or other persons with disabilities, any reproduction or distribution is an infringement on copyright law .
9. Student with questions regarding alternate media should address them directly to Brian Josephson, the Alt Media, High Tech Center, Access Specialist: Brian can be reached by phone: at (619) 660-4394 or e-mail at brian.josephson@gccd.edu

Student Name (Please Print): _____

Student Signature: _____

Date: _____