



MOORPARK COLLEGE **ACCESS**

ACCESSIBILITY COORDINATION CENTER AND EDUCATIONAL SUPPORT SERVICES



ALTERNATIVE MEDIA POLICIES AND PROCEDURES

Overview

Alternative Media is an accommodation where documents and course material are formatted into accessible media for students to read and study without barriers.

Textbooks and course materials can be converted into an accessible format that meets the students' needs.

Examples: Audio, E-Text, Reading/Study Software, Braille and more.

Contact

(805) 378-1461 #3

mcaccessmedia@vccd.edu

Policies

Eligibility for alternative media accommodations and services is determined by the ACCESS Coordinator, Counselors, or Specialists. The service is based in part on the professional documentation provided by the student and is an interactive process.

Requests for materials in alternative format will be considered on a case by case basis. ACCESS will provide the format specified by the student. If the original request is unavailable, we will search for alternatives or provide actions to take.

Proof of Purchase

Required

Requests for textbooks will require proof of purchase or proof of ownership. Proof of purchase or ownership can be physical receipts from the book store, emailed receipts from online purchases, or library rental slip.

Not Required

Proof of purchase is not required for course documents and free materials in the current semester. The course documents need to be emailed along with the request.

Timeline

Media requests have a 10 business day timeline.

During the 10 business days

It is the students' responsibility to provide proof of purchase or the course documents. Alternative Media cannot be provided otherwise.

If requested items are unavailable, additional options will be sent to the student's email address.

After the 10 business days

If there are no actions taken by the student or if no communication is sent from the student, the request will be cancelled.

The requests may also exceed the 10 business days in some instances. It will depend on the scenario, but specific timeline completions will be communicated through email.

Copyright

Students will not copy, reproduce or distribute the Alternative Media to anyone else. Alternative Media is individualized for ACCESS students only. Distribution of the Alternative Media may result in termination of Alternative Media services or disciplinary action.

Procedures

1. Request your media.
 - a. Go to www.moorparkcollege.edu/departments/student-services/access and choose "Alternative Media Request" or visit the ACCESS Office.
2. Provide **proof of purchase** for each request **if required**.
 - a. Requests will be processed when submitted and will follow the 10 day timeline.
 - b. Requests will be delivered based on proof of purchase requirements.
3. Maintain communication through your campus email address (my.vcccd.edu).

Sign to agree with the Alternative Media Policies and Procedures

Name of Student: _____ Student ID #: _____

Student's Signature: _____ Date: _____