



Fullerton College Disability Support Services Request for Alternate Media

1. Eligibility for alternate media is determined by the Disability Support Services (DSS) Director, Counselors, or LD Specialists and is based on the professional documentation of verified disabilities provided by the student.
2. Requests for materials in alternate format will be considered on a case-by-case basis. Once a request is made, the following points are considered in determining a reasonable accommodation: (a) functional limitations of verified disability (ies) supplied by student, (b) the recommendation of DSS professionals, (c) format preference of student.
3. **Students requesting materials in alternate format must provide an ORIGINAL receipt** for the textbook (s) and/or other course materials before the alternate media request is processed. The ORIGINAL receipt will be retained by the Alternate Media Specialist until after the Fullerton College Bookstore return date, which is typically one week after classes begin.
4. **Requests for materials in alternate format must be submitted as soon as the student learns of their need (within one week after they register for classes).** Late requests will be honored provided that the student making the request understands that the Alternate Media Specialist will set the timeline for completion of the work accordingly.
5. **Alternate media must be requested each semester as needed.** For each title requested, the *Request for Alternate Media* form must be filled out and turned in to the DSS Office along with proof of purchase of the texts.
6. Project completion times for alternate format requests are determined on a case-by-case basis. Upon review of material to be formatted and converted, the Alternate Media Specialist will notify the student of the projected completion date. The Alternate Media Specialist will make every effort to complete the request in a timely manner.
7. Alternate media requests that require high speed scanning may require the removal of the course materials' binding.
8. Students will be provided with one alternate format copy for each material required for academic use. **The student will not copy or reproduce any alternate media material provided by DSS, nor allow anyone else to do so.** Misuse of this material such as reproduction or distribution of the alternate media is an infringement of copyright laws and a violation of the Alternate Media Policies and Procedures which may result in disciplinary action by DSS.
9. Student questions regarding alternate format should be addressed directly to the Alternate Media Specialist, Cory Thomas at (714) 732-5364 or by email at alternatemedi@fullcoll.edu. All correspondence to students will be conducted using student email accounts and NOT personal email accounts.

By signing below, I understand that it is my responsibility to abide by the terms and conditions as set forth in the above policies and procedures.

Semester Requested: _____

Student Name: _____

Student ID #: _____

Student Signature: _____

Date: _____

Complete
all textbook
information on
the reverse side
of the form.

Textbook Information

Textbook 1:

Course Title and CRN:	Instructor:
Book Title:	Author:
ISBN #:	Edition:
Publisher:	Copyright Year:
Requested Format:	
Braille	E-text
Enlarged Text	Learning Ally
	Kurzweil

Textbook 2:

Course Title and CRN :	Instructor:
Book Title:	Author:
ISBN #:	Edition:
Publisher:	Copyright Year:
Requested Format:	
Braille	E-text
Enlarged Text	Learning Ally
	Kurzweil

Textbook 3:

Course Title and CRN:	Instructor:
Book Title:	Author:
ISBN #:	Edition:
Publisher:	Copyright Year:
Requested Format:	
Braille	E-text
Enlarged Text	Learning Ally
	Kurzweil

Textbook 4:

Course Title and CRN (i.e. SOSC 120):	Instructor:
Book Title:	Author:
ISBN #:	Edition:
Publisher:	Copyright Year:
Requested Format:	
Braille	E-text
Enlarged Text	Learning Ally
	Kurzweil