



Educational Assistance Center

Ventura College

Alternate Media Policies and Procedures

1. In compliance with copyright laws, the student must possess a copy of each text that is requested in an alternate format. Any exception to this will be discussed with the student.
2. The student's should submit an Alternate Media Request for Services form and meet with the Alternate Media Specialist each semester for which alternate media services are requested. Submitting the request initiates the process of providing this service.
3. Students should submit their requests and meet with the Alternate Media Specialists as soon as possible, preferably at the time of registration. Every effort will be made to provide students' needed alternate text in a timely manner. An early request helps to ensure this.
4. The student must notify the Alternate Media Specialist immediately of any changes to their academic schedule. This includes adding or dropping classes and changing sections of a class.
5. The student will not copy, reproduce, share, or distribute any alternate text provided by the EAC, nor allow anyone else to do so, or it will be considered an infringement of copyright law.
6. Student will not share licenses for or use of specialized software provided to the student as a part of their alternate media service.
7. It is the student's responsibility to provide the Alternate Media Specialist with all syllabi and/or schedules of readings, and to provide notice of any changes made by instructors.

Production of alternate media will be prioritized based on the syllabus/schedule of readings. You may not receive entire textbooks at the beginning of the semester.

I have read and understand the Alternate Media Policies and Procedures.

Student Name: (Please print) _____

Student Signature: _____ Date: _____