



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

## ***Alternate Media Policy***

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### ***Disabled Students Programs and Services***

*Cañada College  
College of San Mateo  
Skyline College*

Disabled Students Programs and Services is committed to providing students with equal access to educational materials.

1. Students are eligible to receive instructional materials in an alternate format provided they meet the following conditions:
  - E-text is needed in order to provide instructional materials in an alternate format for a student with a verified print disability that prevents him or her from using standard instructional materials.
  - The student is registered in the course at the college.
  - The instructional material is required or essential to the student's success in the course.
  - The student has submitted his/her request for alternate media and purchased the required instructional material.
  - The student will use the alternate formats solely for his or her own educational purposes and will not copy or duplicate it for use by others.
2. Requests will be filled in a timely manner.
3. Whenever possible, materials are provided in the alternate format preferred by the student (i.e. Braille, audio, large print, electronic text)

### **References:**

**Federal and State Regulations:** California Code of Regulations, Section 55002; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Assembly Bill 422.

Guidelines for Producing Instructional and Other Printed Materials in Alternate Media for Persons with Disabilities, Chancellors Office California Community Colleges Sacramento, California, April 2000.