ALTERNATIVE MEDIA PROCESS AND PROCEDURE

- Students must qualify as having a disability that is covered by the ADA and/or Section 504 of the Vocational Rehabilitation Act with text conversion specified as an appropriate academic accommodation. Upon approval for the service, the accommodation will be added to the student's Individual Accommodation Plan.

- The student and Dean of Students or Advising Coordinator will discuss which alternate format(s) the student will use and which course materials and/or text(s) will be converted.

- The student is required to review, sign and submit an Alternative Textbook Loan Agreement form.

- Students requesting alternative format materials must complete an Alternative Textbook Request Form for each resource needed. Processing of textbook conversions can take up to four weeks, sometimes longer. Students should submit requests as soon as possible after course enrollment is finalized.

- Students must provide a receipt as proof of purchase/rental for all textbooks requested in an alternative format. Photos of the textbook covers will not be accepted as proof of purchase. Students will not be sent requested materials until after the proof of purchase is verified.

CONTACT:

Patsy Fischer
Advising Coordinator
1801 N. Kansas Ave. Box 1137
Liberal, KS 67901
patsy.fischer@sccc.edu
620-417-1041

Annette P. Hackbarth-Onson
Dean of Students
1801 N. Kansas Ave. Box 1137
Liberal, KS 67901
annette.hackbarthons@sccc.edu
620-417-1106
Student Alternative Media Agreement

By signing this form I agree to the following:

• I have read and understand “Alternative Media Process and Procedures”

• I understand that I am required to purchase or rent all course materials that I request in an alternative format.

• I understand that I must submit proof of purchase or rental (receipt) for all course materials that I request in an alternative format.

• I understand that any course material provided to me in an alternative format is solely for my use. I will not reproduce it, distribute it in any way, nor allow anyone else to make copies of it.

Student Signature ____________________________________________ Date ____________

Print Name __________________________________________________________________________________________

Phone ___________________ E-Mail __________________________________________________________

Campus ________________________________________________

CONTACT:

Patsy Fischer
Advising Coordinator
1801 N. Kansas Ave. Box 1137
Liberal, KS 67901
patsy.fischer@sccc.edu
620-417-1041

Annette P. Hackbarth-Onson
Dean of Students
1801 N. Kansas Ave. Box 1137
Liberal, KS 67901
annette.hackbarthons@sccc.edu
620-417-1106
Alternative Media Request Form (one form per book requested)

Student: ___________________________________________ Date: ______________

Book Title (exact):

____________________________________________________________________

Edition: ______ ISBN # ___________________ Author(s): _____________________________

Instructor Name: __________________ Course Title: _____________________________

As Proof of Purchase I am submitting (check one):

Sales receipt ______ Rental receipt ______

________ Requested Textbook Alternative Format (check one):

________ Electronic Text: Format needed ____________________________________________

________ Learning Ally audio file

________ Enlarged Print: Font Size needed: ________________

________ Braille