

## Chapter 5 – Student Services

### **AP 5141 Students with Disabilities — Accessibility of Instructional Print Media — Alternate Media**

#### **References:**

Education Code Sections 67302, 67310, 84850, Title 5, Sections 56000 et seq; 29 U.S.C. Section 794d; 42 U.S.C. Section 12101; 34CFR Sections 104.3, and 104.44, 36CFR Section 11135; 36CFR part 1194, BP 5140, BP 3440, BP 3410

Under federal and State laws, Mt. San Antonio College is required to ensure that all print instructional material is reasonably accessible to students with disabilities. The College will make modifications as necessary in order to provide equal access.

Alternate media is defined as instructional materials, textbooks, college publications, and/or library materials in formats accessible and usable by individuals with print disabilities. Examples of accessible formats are: digital talking books (such as DAISY, Learning Ally, MP3 audio, Kurzweil, large print, Braille tactile graphics, and e-text). Alternate media services will only be provided to students who have verified disability and whose disability-related functional limitations prevent them from reading regular print. Alternate media for students is provided by Disabled Student Programs & Services.

Students must:

1. have a documented disability that indicates print media is a reasonable accommodation;
2. be approved to receive alternate media by faculty or the Director in Disabled Student Programs & Services (DSPS), or the 504/ADA Officer;
3. be enrolled in the class for which alternate media is required;
4. purchase the book(s) or printed material(s) that are required for a class prior to requesting conversion to alternate media;
5. provide any additional required instructional material, such as syllabi or handouts, to the DSPS office for conversion;
6. complete and submit the necessary paperwork to DSPS or ADA/504 Officer in a timely manner; and
7. be responsible in the use of alternate media.

Students who require assistance or information regarding alternate media may contact Disabled Student Programs & Services or the ADA/504 Compliance Officer. Students wishing to file a complaint regarding alternate media may follow the Complaint/Grievance Process for Providing Equal Access outlined in AP 5140.

Approved: July 25, 2012  
Reviewed: May 14, 2013  
Reviewed: December 6, 2014  
Reviewed: June 9, 2015  
Reviewed: August 17, 2016