



Alternate Media Policies and Procedures



1. Eligibility for service is determined by the Disabled Students Programs and Services (DSP&S) Director, Counselors, or LD Specialists and is based in part on the professional documentation provided by the student.
2. Alternate media (including e-text, Braille, and/or large print) must be requested each semester needed.
3. The following steps must be followed when placing alternate media requests:

Step 1: Student shall pick up an “Alternate Media Request” form for each title needed in an alternative format at the Alternate Media office (FACE-13).

Step 2: If information is needed to complete the “Alternate Media Request” form, the student should meet with Jennifer Caughron, the BC Bookstore Manager. She will provide the textbook information she has available, starting one week after early registration begins. She will require the student’s class schedule indicating course(s), name(s) of instructor(s), and CRN number(s). Information not available through the Bookstore should be requested directly from the instructor using an “Alternate Media Information Request” form.

Step 3: The student shall then return a completed “Alternate Media Request” form for each title requested to the Alternate Media office (FACE-13).

PLEASE NOTE: It is the student’s responsibility to obtain, complete, and submit their “Alternate Media Request” forms at the earliest possible date to ensure receipt of alternate media in a timely manner.

4. Students requesting alternate media must own a physical copy of the textbook or other course material, or obtain said materials, and provide proof of purchase before the alternate media will be released to them.
5. If the textbook owned by the student is a used copy with markings in it, but is required to be scanned in the process of providing alternate media, it will be scanned as-is, with no extra editing by Alternate Media staff.
6. Requests for alternate media will be considered on a case-by-case basis. Once a request is made, preference will be given to the format specified by the student. However, the recommendation of DSPS professionals will be used in determining the specific media format for each academic course.
7. Alternate media requests must be submitted as soon as the student learns of their need. Priority will be given to those students who submit requests in a timely manner and those students who cannot otherwise access the material (i.e. students who are blind). Late requests will be honored; however, the student making the request must understand that the Alternative Media Specialist will set the timeline for completion of the work accordingly.
8. Turnaround times for alternative format requests are determined on a case-by-case basis. Within a week of the submission of the “Alternate Media Request” form, a projected completion date will be determined. The student may contact Alternate Media staff for this information at (661) 395-4686 or by e-mailing altmedia@bakersfieldcollege.edu. DSPS will make every effort to complete the request in a timely manner.
9. The student may not copy or reproduce any material provided by DSPS, nor allow anyone else to do so (Copyright Revisions Act of 1976, as amended [17 U.S.C. Sec. 101 et seq.]). Misuse of this material may result in disciplinary action as outlined in the Bakersfield College Student Handbook (Student Conduct Policy and Procedures).
10. If the student sells their textbook, alternate media must be returned to DSPS.
11. Student questions regarding alternative formats should be addressed directly to the Alternate Media Specialist at (661) 395-4219 or tguerra@bakersfieldcollege.edu.

To check the status of an alternate media request, please contact Alternate Media staff at (661) 395-4686 or altmedia@bakersfieldcollege.edu.

Student Name (please print)

Phone Number

Student Signature

Date