

## Alternate Media Request (AB422)

North District Center    West Hills College Coalinga    West Hills College Lemoore

### Steps for Completing an Alternate Media Request

1. Complete form and sign it
2. Attach copy of receipt or proof of purchase by another agency
3. Return form to Disabled Students Program & Services (DSPS) counselor for signature

### Student Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ @my.whccd.edu

### Student Certification

I understand that any alternate media, which may be supplied to me, is solely for my own educational purposes. I will not copy or distribute any such alternate media in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C Sec. 101 et seq.). I understand that failure to abide by this agreement may constitute a violation of the college's Student Code of Conduct, and/or of the WHCC/WHCL Disabled Students Programs & Services policy and procedures regarding responsible use of academic accommodations and supportive services. I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of academic accommodations. I also understand that the binding of my textbook may be removed as part of the alternate media conversion process.

One of the conditions identified below must be substantiated for each text requested:

- I have purchased, rented, or ordered the standard instructional material. (Attach copy of original sales receipt or bookstore order form)
- The instructional material is supplied by the college to all students.
- The standard Instructional material has been purchased or ordered on my behalf by another agency. (Attach copy of sales or ordering transaction)

I understand that if at any time I no longer own the instructional material I must return the alternate media or destroy it.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DSPS Counselor/ADA Coordinator certification

I request the publisher supply electronic text(s) for use by the qualified student per AB422. The electronic text is needed in order to provide instructional materials in alternate media for this student who has a verified disability that prevents him or her from using standard instructional materials.

Formats requested:  Large print    Braille    E-text    MP3

Signature of DSPS counselor/ADA coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

~CONTINUE ON REVERSE  
SIDE~

<b>Course</b>	<b>Section</b>	<b>Text Title</b>	<b>Edition</b>	<b>ISBN #</b>