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ALTERNATIVE MEDIA POLICIES & CONTRACT

GENERAL POLICIES

Alternate text formats are provided, upon request, to students who have approved and appropriate educational accommodations. Students using this accommodation are required to purchase a personal copy of any textbook for which they request an alternate format. It is a violation of federal copyright law and CNCC policies to share, duplicate, or distribute alternate text media. Disregard for this regulation may result in legal action against the violator, or other sanctions or penalties.

STUDENT RESPONSIBILITIES

Complete the Alternate Media Request Form and submit it to the ADA Coordinator no later than **six weeks before the beginning of classes**. Additional reading requirements should be presented to Disability Services as you become aware of them. **Note:** If you are unable to obtain the textbook information (via CNCC Bookstore, instructor or academic department), contact CNCC staff immediately for assistance. Late submission of necessary textbook information may result in delayed availability of the alternate media.

Submit copies of textbook receipts, as well as a copy of each course syllabus to the ADA Coordinator as soon as they are available.

Submit any printed handouts you wish to have converted at least **two weeks** in advance. Every effort will be made to provide alternate format materials from the copy that is submitted less than two weeks prior to need, but completion is not guaranteed in less than that time.

Return all alternate text media to the ADA Coordinator by the last day of the semester. **Note:** Permission to retain media may be requested if the course requirements have not been met by the end of the semester.

Delete all electronic files downloaded to your personal computer by the last day of semester. **Note:** Failure to return and/or delete alternate text may result in a "hold" on your registration access.

Each semester, students are responsible for initiating requests for alternate text formats as soon as possible after registering for classes, but no later than **six weeks before classes begin**.

I, _____, have read the CNCC policies for requesting textbooks and required readings in alternate text format. Furthermore, I understand implementation of this accommodation is contingent upon my compliance with the policies of CNCC.

Student's Signature

Date

Signature of ADA Coordinator

Date