



MiraCosta College

Alternate Media Policy

The MiraCosta College is committed to the implementation of Section 504 and Section 508 of the Federal Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act in providing equal opportunity in education. MiraCosta Community College District supports the use of Alternate Media as an accommodation for students with disabilities to provide access to college courses, course materials, distance education, and other college publications. It is the policy of the College to respond to requests for college materials in alternate media in a timely manner and to provide accurate translations in a manner and medium appropriate to the significance of the message.

Alternate Media Request Procedure

Alternate Media is a different form of presentation from that in which a work was originally completed. Alternate Media allows access for those individuals who, due to a sensory or processing disability, cannot easily use the standard materials.

Examples of Alternate Media include:

- The provision of alternate media for college catalog, class schedule, textbooks, class handouts into texts on tape, electronic text, large print, Braille, tactile graphics, etc.
- Development and provision of Distance Education courses that have "built in" accommodations, i.e., closed captioned, descriptive narrative, interact with screen reading software, etc.
- Videotapes/DVDs that are closed captioned.
- Development and monitoring of college websites to ensure access.

The standards for review of requests for material in Alternate Media include:

- Timeliness and efficiency of college procedures for delivery of materials to students with disabilities.
- Accuracy of translation.
- Provision in manner and medium appropriate to the significance of the message and the ability of the individual with the disability.

The process for Alternate Media requests include the following:

1. All requests for college materials in Alternate Media are made with Student Accessibility Services (SAS), voice (760) 795-6658, TTY (760) 439-1060.
2. SAS is responsible to determine if the student is eligible for this service.

3. If the student is eligible, the SAS Counselor/LD Specialist will identify and authorize the Alternate Media to be used for the accommodation.
4. The student must complete required written request forms in a timely manner to assist the college in the identification and production of materials in Alternate Media.