

**Antelope Valley College
Office for Students With Disabilities
Alternative Media Program (AMP)
Student Contract for Services**

Student: _____	Student ID#: _____
Date: _____	

AMP provides alternative formats for students who are eligible for this service. In order to maintain the integrity of the service offered and comply with the law, the following rules apply to students who use the AMP.

1. Eligibility for this service is determined by the OSD Director, LD Specialist, or OSD Counselor and is based in part on the professional documentation provided by the student.
2. The student must currently be registered at Antelope Valley College, matriculated in classes, and must be enrolled in the course for which they are requesting alternate formats.
3. Students requesting materials in alternate formats must own a physical copy of the textbook or other course material, or obtain said materials before alternative formats would be produced and distributed. Students are required to show OSD a receipt. If you buy a book from a third party, you are required to make a hand receipt for the book that shows both signatures of the buyer and seller.
4. Material provided to the AMP for the purpose of conversion to alternative format will be disassembled and returned to the student in **its altered condition**.
5. The AMP will not be held responsible for any damage to the materials that occur as a result of conversion to alternative format.
6. Turn-a-round times for alternate format requests are available as a general timeline for completion. Each request will be reviewed on a case-by-case basis, and completion timelines are subject to change depending upon the specifics of the request. Most books can be converted in five to seven working days. Office for Students With Disabilities will make every effort to complete the request in a timely manner.
7. Students will be provided with one alternative format copy for each material required for academic use. This material is copyrighted and may not be reproduced or distributed in any other format other than a specialized format exclusively for use by blind or other persons with disabilities. Any further reproduction or distribution in a format other than a specialized format is an infringement of Copyright Law title 17, Chapter 1, Section 121. Limitations on exclusive rights: reproduction for blind or other people with disabilities.
8. Recording for the Blind and Dyslexic Tapes (RFB&D) and Braille books must be returned. If material is not returned, a hold will be placed on your account preventing registration and receipt of transcripts.
9. Infringement of copyright law or any abuse of the AMP services is subject to suspension of DSS Special Service accommodations.

I have read or heard this contract read aloud and understand the procedures and conditions of service listed above. My signature is my commitment to adhere to these responsibilities and terms.

OSD Staff Member Signature Date

Student Signature Date