

## Assistive Technology Procedures and Guidelines

### PROCEDURES:

1. Submit a request for the assistive technology you wish to check out thirty (30) days prior to the start of the term via email at [altmedia@csusb.edu](mailto:altmedia@csusb.edu).
2. A completed Audio Recording and Transcription Services Agreement must be submitted by students checking out digital recorders at least thirty (30) days prior to the first day of classes each term. This form may be obtained from the SSD office during normal business hours or via email.
3. Meet with the Alternative Media Coordinator or designee to discuss lending policies and sign an Assistive Technology Contract prior to loan of equipment.
4. Sign an Assistive Technology Return Form when equipment is returned. All equipment must be returned in the same condition before the last day of final exams unless otherwise specified.
5. Upon return of assistive technology equipment, users are requested to complete a satisfaction survey.

### GUIDELINES:

1. The student's SSD Counselor must approve the accommodation associated with the assistive technology.
2. The student will check out the assistive technology no earlier than five (5) business days prior to the first day of a new term.
3. It is the student's responsibility to always ensure the assistive technology is charged/batteries are in working order.
4. It is the student's responsibility to notify the SSD office immediately of any assistive technology issues.
5. It is the student's responsibility to notify the SSD office immediately if the equipment is damaged, lost, or stolen.
6. If the equipment is returned in a damaged condition, lost, or stolen, or is missing parts, the student will be responsible to pay to replace the damaged or missing equipment. Failure to do so will result in a a registration hold being placed on the student's account.
7. The student will utilize the equipment for school purposes only.
8. The student will not sell or redistribute the equipment or reproduce/distribute audio files to anyone in any manner. These audio files are solely for the student's personal academic use and may not be used for any other purposes or shared with anyone other than the student and SSD.

### Digital Recorder Only

9. The student will be responsible for transferring files from the device in a timely manner to allow for additional recording.
10. Students will have forty (40) days after the last term to delete all audio files both on the equipment and on any personal devices.
11. The student will not use audio files during a quiz or exam unless expressly authorized by the professor. Use of audio files during quizzes/exams will be considered academic dishonesty and will be handled according to university policy.

**I have read and understand, and agree to follow the Assistive Technology Procedures and Guidelines.**

Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_