**CAPTIONING GUIDE FOR FACULTY**

**Sinclair Community College**

# CAPTIONING POLICY

Sinclair Community College, relies on administrators, faculty and staff to provide equal access to all programs and activities for individuals with disabilities. The college is committed to adhering to the requirements of Sections 504 & 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, by providing reasonable accommodations to individuals with disabilities. Individuals who are deaf or have hearing loss may require accommodations and/or modifications to course materials and/or other university communications.

The most effective means of providing equal access to videos, movie clips, DVDs, and films is through the use of products with open or closed-captioning or subtitles. It is the responsibility of all units/departments, administrators, faculty and staff to utilize only media products with open or closed-captioning or subtitles, and/or provide an alternate format, such as a script.

# PROCEDURE

## **New Video/DVD/Film Releases**

New Video/DVD/Film Releases: It is the responsibility of the unit/department administrators, faculty and staff to:

1. Purchase and use captioned videos/DVDs/films for teaching purposes within their particular classroom and/or unit/department;
2. Substitute a video/DVD/film with captioning in the place of an older version without captioning;
3. Update all video/DVD/film stock to include only those with captioning; and
4. Create subtitles/captions for any university-created video.

## **Non-captioned Video/DVD/Film Releases**

It is the responsibility of the unit/department, administrators, faculty and staff to:

1. Transition their media materials into captioned and accessible products for all;
2. Contact distributor to inquire about availability of captioned version of the film;
3. Consult with Ohio Links library to inquire about availability of captioned version of the film through inter-library loan;
4. Consult with Captioned Media Program (http://www.dcmp.org/) to see if captioned version of the film is available for loan;
5. Seek an alternative video/DVD/film with closed-captioning;
6. Make a determination if the video/DVD/film is essential to a course outline or may be deleted from a syllabus;
7. If film is absolutely pertinent to the essential components of the curriculum and no other film can be substituted, complete a Disability Services Captioned Media request form to have the film captioned to. The form must be completed with as much notice as possible to ensure the time to accommodate the process.

If the request is received with proper advance notification:

1. Outsource assignment to Disability Services.

## **Alternative Accommodations for Non-captioned Videos/DVDs/Films in Academic Courses**

In the event the unit/department, administrators, faculty or staff determine a noncaptioned media product is essential to academic course requirements, it is the responsibility of the unit/department, instructor, and/or faculty member to meet with the hard-of-hearing/deaf student to determine reasonable alternatives. A list of possible alternatives (not all inclusive) follows:

1. If the individual interpreter for that particular class agrees to interpret the video/DVD/film, the department will be responsible for additional wages incurred by the interpreter for the extra preparation time it will take to review the media transcript, if available, and/or preview the video. Interpreters must be informed one week in advance of the assignment.
2. If a captioned video/DVD/film is not available, then the hard-of-hearing/deaf student and interpreter may be given a copy of the script (if available) one class meeting prior to the showing. It is the responsibility of the instructor to contact the publisher to obtain a copy of the script.
3. The instructor may offer an alternative assignment to the student in place of viewing a non-captioned video/DVD/film to the class. Alternate assignments should be decided upon on an individual basis between the professor and hard-of-hearing/deaf student.

Possible alternatives could include:

-providing in-depth copies of the instructor’s notes on the video/DVD/film to make certain the student is given full access to the main points of the media presentation.

-allowing the hard of hearing student to view the video/DVD/film additionally on his or her personal time with a copy of instructor notes.

**The Role of the Office of Disability Services**

It is the responsibility of the office of Disability Services (DS) to:

1. Determine reasonable accommodations, auxiliary aids, and services based upon documentation presented by the individual.
2. Provide the following services for eligible hard-of-hearing/deaf individuals:
3. A qualified Sign Language Interpreter; and/or
4. A C-Print Typist; and/or
5. A note-taker notebook for student supported in class notes.
6. Inform professors and instructors when a hard-of- hearing/deaf student using an Interpreter, or C-Print will be present in their classroom. Notification generally will be provided within three working days of ARC receiving a finalized schedule; timely notification is dependent upon the voluntary disclosure by the student.
7. Provide the university community with general informative materials regarding:
   1. -captioned videos;
   2. -working with a hard-of-hearing/deaf individual & interpreter;
   3. -interpreter responsibilities;
   4. -C-Print information;
   5. -accessible media; and
   6. -requirements of the Americans with Disabilities Act and Section 504 & 508 of the Rehabilitation Act.

For assistance, please contact Disability Services at 572-5113.