

Captioning and Accessible Media for Student Accommodations Requests and Instructional Materials Policy

01 Purpose and Scope

The purpose of this document is to provide information about captioning and accessibility for students needing accommodations. This document does not provide the procedures associated with this policy.

02 Responsible Members

You should read this document if your title is:

Role	Responsibility
Faculty	Faculty must know and understand when and how to address student requests for accommodations. In addition, faculty need to know about the procedures applicable to them that are associated with the policy.
Adjunct Faculty	Adjunct faculty must know and understand when and how to address student requests for accommodations. In addition, adjunct faculty need to know about the procedures applicable to them that are associated with the policy.
Digital Media Technician	The Digital Media Technician must understand the purpose and scope of the policy, as well as the procedures associated with the policy. The Digital Media Technician may also need to train any staff that work with him on such requests.
Director of Disability Services and Diversity	The Director of Disability Services and Diversity fields initial requests and gathers documentation. After receiving documentation, the Director of Disability Services and Diversity helps students connect with other staff or departments for fulfillment of the requests.
Staff	Staff who may create promotional/extracurricular media for students must know and understand when and how to address student requests for accommodations. In addition, staff who may create promotional/extracurricular media for students need to know about the procedures applicable to them that are associated with the policy.
Administration	Administrators must know the purpose and scope of this policy to help support student requests, as needed. In addition, administrators may need to provide training opportunities across campus for faculty, adjunct faculty, and staff to ensure understanding and compliance.
Student	Students must know the purpose and scope of this policy so they can know how to make requests and what to expect once a request is made.

PY#

03 Training Required

Training across campus is required on this procedure.

Role	Responsibility
Faculty	Faculty must be provided with initial training once the policy is in place. All newly hired faculty must receive training on the policy and procedures within the first year of hire.
Adjunct Faculty	Adjunct faculty must be provided with initial training once the policy is in place. All newly hired adjunct faculty must receive training on the policy and procedures within the first year of hire.
Digital Media Technician	The Digital Media Technician must be provided with initial training once the policy is in place. In addition, the Digital Media Technician must be trained in how to train any individuals who work directly with her or him in creating captioning and other accessible instructional media.
Director of Disability Services and Diversity	The Director of Disability Services and Diversity must be provided with initial training upon taking the position. The Director of Disability Services and Diversity must be trained in how to help students and other individuals engaging in the process.
Staff	Staff who may create promotional/extracurricular media for students must be provided with initial training once the policy is in place. All newly hired staff who may create promotional/extracurricular media for students must receive training on the policy and procedures within the first year of hire.
Administration	Administrators must be provided with initial training once the policy is in place. All newly hired administrators must receive training on the policy and procedures within the first year of hire.
Students	Students will be provided instructions on how to request captioning.

04 Definitions and Descriptions

In this section you will find definitions and descriptions important to this policy.

Term	Definition/Description
Captioning	Captioning is a transcription of what is being said in a video. The transcription is placed directly in the video. This service is particularly useful for people who are deaf or have hearing loss but may or may not use sign language.
Media	Media, in relation to this policy, means any video or audio recording used in an online classroom, traditional classroom, or campus event. Media, as the term relates to this policy, includes videos, DVDs, audio transcriptions, and all subsequent technologies.

Extracurricular	Extracurricular refers to student organizations. Organizations who produce media for campus wide consumption must request captioning.
Promotional	Promotional materials are any materials used to promote OSU-OKC and OSU-OKC events across campus. These materials might include university advertising.

05 Policy

It is the policy of OSU-Oklahoma City to provide equal access to instructional, events, and promotional media used on or through OSU-Oklahoma City. OSU-Oklahoma City will provide accommodations to ensure effective communication.

A public entity must ensure that its communications with individuals with disabilities are as effective as communications with others. This obligation, however, does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of its services, programs, or activities, or in undue financial and administrative burdens.

05.01 Policy Scope

One way of accommodating individuals who are deaf/hard-of-hearing is to provide captioned or accessible versions of media. The definition of media for this purpose includes videos, DVDs, and all subsequent technologies. OSU-Oklahoma City will attempt to caption media in the following order of priority:

- Media used for instructional purposes for a student who is deaf/hard-of-hearing and who is currently enrolled in courses at OSU-Oklahoma City;
- Media used at a OSU-Oklahoma City event in which a person who is deaf/hard-of-hearing is known to be in attendance; and
- Media used to promote OSU-Oklahoma City or for extracurricular purposes

Whenever possible, OSU-Oklahoma City will caption:

- Other media created or used by OSU-Oklahoma City

05.02 Associated Procedures

To ensure compliance with this policy, the following procedures should be completed as applicable:

- Requesting Captioning for Media: Faculty and Administration
- Requesting Captioning for Media: Staff
- Requesting Captioning for Media: Students
- Fulfilling Captioning Requests for Media: OSU-OKC Director of Disability Services and Diversity
- Fulfilling Captioning Requests for Media: Digital Media Technician

PY#

06 Administration

This policy is managed and reviewed by the Committee for Captioning and Accessible Media, which consists of members from across campus. This Committee reviews and updates the policy as deemed necessary by changing technology and associated processes across campus.

07 References

- “Effective Communication”. The U.S. Department of Justice, Civil Rights Division provides this document from the Disabilities Rights Section. The document can be found at: <http://www.ada.gov/effective-comm.htm>
- Requesting Captioning for Media. Associated procedure
- Fulfilling Captioning Requests for Media. Associated procedure.