

Accessible Captioning Media Policy

It is the mission of Disability Support Services to develop a partnership with students, faculty, and staff to assist in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment.

It is the responsibility of administrators, faculty, and staff of the University of Northern Colorado to ensure equal access to all programs and activities for individuals with disabilities. The University of Northern Colorado abides by the requirements of Sections 504 & 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act by providing reasonable accommodation to qualified individuals with disabilities. To facilitate compliance with federal law, all video/DVD/film stock should be updated to include only those with closed captioning. Individuals who are deaf or hard of hearing may require course materials in an accessible format. Transitioning media materials into captioned and accessible products benefits all.

The most effective means of providing equal access to audio visual material is through captioning/subtitles. It is the responsibility of all departments, administrators, faculty and staff to utilize only media products with open or closed-captioning or subtitles.

In preparing to teach a course, faculty are encouraged to anticipate the need to provide audio visual materials in an accessible format. The process of captioning materials may take several weeks or longer.

Course Preparation Process

If materials intended for a course include pre-existing video, DVD, or film without closed captioning:

1. Make a determination if the video/DVD/film is essential to a course outline or may be deleted from a syllabus;
2. Seek alternative materials with similar content that have closed-captioning;
3. Consult with Michener Library to inquire about availability of a captioned version of the film in the collection or through inter-library loan;
4. Contact the distributor to inquire about the availability of a captioned version of the film;
5. Consult with Captioned Media Program (<http://www.dcmp.org/>) to see if captioned version of the film is available for loan;
6. If the film is absolutely pertinent to the essential components of the curriculum and no other accessible film can be substituted, complete the Captioning Request Form online at https://unco.co1.qualtrics.com/SE/?SID=SV_erZo1WywvwwwMuh to request captioning through external captioning services.

If new purchases of video, DVD, or film is to be purchased or created for a course:

1. Select captioned videos/DVDs/films for teaching purposes within their particular classroom and/or department
2. Create captions when making new university or lecture video. The Center for the Enhancement of Teaching and Learning (CETL) can serve as a resource for creating personal lectures with captioning.

Alternative Accommodation for Non-captioned Video/DVD/Film

In the event the department, administrators, faculty or staff determine a non-captioned media product is essential to academic course requirements, it is the responsibility of the department, instructor, and/or faculty member to meet with DSS to determine reasonable alternatives, which will be determined on a case by case basis.

The Role of Disability Support Services

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

1. Determine reasonable accommodation based upon documentation of disability presented by the individual.
2. Provide the following services for eligible individuals who are deaf or hard-of-hearing:
 - a. A qualified sign language interpreter; and/or
 - b. A transcriptionist (in- class or remote) and/or
 - c. Assistance in locating a peer volunteer note-taker.
3. Inform professors and instructors when a student who is deaf or hard of hearing will utilize interpreter or transcriptionist in their classroom. Notification will generally be provided within three working days of DSS receiving a finalized schedule. Timely notification is dependent upon the voluntary disclosure by the student.
4. Provide the university community with general informative materials regarding
 - a. Captioned videos
 - b. Working with an individual who is deaf or hard of hearing and is utilizing interpreting services
 - c. Interpreter responsibilities
 - d. Transcription information
 - e. The acquisition of accessible media
 - f. Requirements of the Americans with Disabilities Act and Section 504 & 508 of the Rehabilitation Act.
 - g. Provide education, information and assistance in attaining outsourced captioned materials.

For assistance, please contact Disability Support Services at (970) 351-2289.