

## Captioning

Captioning is the synchronized text display of spoken words and background audio presented on a screen; this allows the viewer to follow the dialogue and the action of a program simultaneously. Captioning is available for academic purposes for students who have a documented disability requiring visual access to a spoken message.

### Captioning Coordinator

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### General Information

- Captioning needs to be requested by the student through STARS at least two weeks prior to the semester to allow time to coordinate this accommodation.
- Once the accommodation has been requested, the professor will be sent a letter asking if the class has any videos which need to be captioned, including YouTube videos.
- Recorded lectures will also be sent for captioning and will be returned to the professor or student via link.
- PowerPoints with audio overlays will need to be captioned.
- Please note that some videos will have “open captioning” that is on the screen automatically, while other captioning is “closed” and the CC (typically in the bottom right corner) will need to be turned on by selecting the CC Icon.

### Student Responsibilities

- Request the course that needs captioning through STARS no later than **2 weeks** prior to the start of classes. All students who have this accommodation are given priority registration so that coordination of captioning can begin immediately.
- If a student requests captioning less than 2 weeks prior to the beginning of the semester, services will not be denied. However, students should expect a possible delay in captioning services.
- Students may be sent a link to the captioned versions of videos. Professors may post an accessible folder on their Brightspace page or merge the captioned files so that posted videos automatically are captioned. It is the student’s responsibility to contact our office if there is a video missing or not captioned. It is recommended that students review the class videos as soon as they are posted.
- It is the student’s responsibility to notify the office if there are any other concerns related to captioning.
- Students are expected to attend class when receiving this accommodation.
- If a student no longer requires captioning for a requested course, they must notify the OA and update the accommodation request for each class in STARS.