Texas Tech University’s (“TTU’s”) mission is to comply with the federal requirements for accessibility related to video captioning and audio transcriptions. In adhering to these requirements, pursuant to Sections 504 & 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2009, TTU shall provide reasonable accommodations to qualified students with disabilities. Students who are deaf or have a hearing loss may require accommodations and/or modifications to course material.

In preparing to teach a course, faculty are encouraged to anticipate the need to provide audio/video materials in an accessible format. An effective means of providing equal access to video media is through the use of products with open or closed captioning or subtitles.

**ONLINE, HYBRID, WEB SUPPORTED, AND FLIPPED INSTRUCTION**

For online instruction, all academic departments, administrators, faculty, and staff are responsible for ensuring that all new courses introduced utilize only media products with open or closed captioning or subtitles. To bring media into compliance, departments should: (1) transition to new course materials which include captions and (2) ensure that there is a phased compliance plan for pre-existing materials.

Recognizing that an immediate full transition may not be possible in all circumstances, the compliance plan will allow each department to determine how to handle the transition for pre-existing media. The goal for TTU is to be fully transitioned to all accessible course materials as of the beginning of FY 2019 (September 1, 2018), provided, however, that all academic departments, administrators, faculty, and staff are encouraged to implement this policy wherever practicable as soon as can be done efficiently and effectively.

**New Media**

Regardless of whether or not a student has requested accommodation, all academic departments, administrators, faculty, and staff should:

- Purchase captioned videos and/or lectures for instruction in an online, hybrid, web-supported, or flipped course;
- Create captions/subtitles for any university-created recorded video and/or lecture;
- Substitute new media with captioning in the place of any older version without captioning; and
- Purchase captioned video and/or transcribed audio for any new media made available to students outside of class.

**Pre-existing Media without Captioning**

Following the timeline set forth above, all academic departments, administrators, faculty, and staff should utilize the following steps to transition away from inaccessible, pre-existing media:

1) Make a determination if the video/audio is essential to a course outline or may be deleted from a syllabus;
2) Seek alternative materials with similar content that have open or closed captioning or subtitles, such as [NBC Learn](https://www.nbclearn.com);
3) Consult with TTU Worldwide eLearning to inquire about availability of a captioned version of the media;
4) Contact the distributor to inquire about the availability of a captioned version of the media;
5) Consult with Captioned Media Program (http://www.dcmp.org/) to see if there is a captioned version available for loan;
6) If the media is absolutely pertinent to the essential components of the curriculum and no other accessible material can be substituted, complete the online Captioning Request Form (Appendix B) to request captioning.

Until the final transition is completed, the following guidelines for the use of non-captioned material should be utilized:

- In an online, hybrid, web-supported, or flipped course that has a student who presents a letter of accommodation, videos that are not captioned and are used for any purpose will be captioned through resources provided by TTU Worldwide eLearning and Student Disability Services. Although the coordination of the captioning would be provided through Worldwide eLearning, the cost of captioning videos that must be outsourced will be the responsibility of the individual college.
- Captioning is to be completed and available to the student within 10 days or less of the date the video is provided to the class.

IN-CLASS INSTRUCTION

Based on Accommodation(s)

- When unplanned video/audio content is used in class and no student has requested accommodation, a faculty member is not required to caption/transcribe the material.
- If the content will be used for future in-class instruction, however, the faculty member should caption/transcribe the video/audio content under the same guidelines set forth for online instruction. Even if no student has requested accommodations, instructors should make videos and other course materials fully accessible for future use.

Alternative Accommodation required when using Non-captioned Media:

- If a faculty member is aware of a reasonable accommodation request at least 5 days in advance, captioning/transcribing the video/audio content is required. Fully accessible materials must be available to the student with accommodations as soon as possible, but not later than 10 days after notification. If captioning or transcription is not feasible, a reasonable and effective alternative must be provided or the video/audio material shall not be used and alternate accessible materials should be substituted.
- In the event the academic department, administrators, faculty, or staff determine a non-captioned media product is essential to academic in-class course requirements, it is the the academic department, instructor, and/or faculty member’s responsibility to meet with Student Disability Services to determine a reasonable and effective alternative when necessary, which will be decided on a case by case basis. Please allow 5 business days.

TTU Worldwide eLearning manages the university’s captioning resources. Worldwide eLearning staff are available to assist faculty with captioning needs and have developed a chart that shows the hierarchy of captioning needs (Appendix A). Instructors may request captioning by completing the online Captioning Request Form (Appendix B). Although the coordination of the captioning would be provided through
Worldwide eLearning, the cost of captioning videos that must be outsourced will be the responsibility of the individual college
Appendix B:
Captioning Request Form

Content of Online TTU Worldwide eLearning Captioning Request

Thank you for contacting the TTU Worldwide eLearning Instructional Design Team with your captioning concerns. Federal legislation requires captioning of all videos and Texas Tech University is committed to being compliant and providing faculty support.

We are developing plans that include:

- Resources to help faculty members caption their own videos
- In-house captioning lab opportunities for small projects
- Limited* outsourcing options with a third party vendor

*Please note there are varied costs associated with captioning depending on the selected plan.

To help us assess your captioning needs, please provide the following information for each of your courses:

Do you have a Letter of Accommodation requiring captioning for a student? (This question assists in prioritizing requests, and is not an exemption from captioning.)

☐ Yes
☐ No

Professor's last name?

Professor's email address?

What is the course number? Course title? (example: MATH 1330 Introductory Mathematical Analysis)

What is the enrollment number for this course? Include all sections that will be accessing this video.

When is the next semester you expect to offer the course?

☐ Summer 2016
☐ Fall 2016
☐ Spring 2017
☐ Summer 2017
☐ Fall 2017

What is the course format?
How often do you re-record/replace your videos?

- Each semester
- Every two years
- Permanent
- Other (write below)