

## **Closed Captioning Services: Accommodation Guidelines**

**Accommodation Description:** The Disability Resource Center (DRC) coordinates the provision of closed captioning services for online videos. Students requesting closed captioning to be utilized within an in-person viewing of a video, should request closed captioning specifically with their instructor by providing the instructor their accommodation letter.

**Responsibilities:** The student must request consideration of this accommodation from the Disability Resource Center. The student must:

- Meet with the Assistant Director for Captioning & Interpreting Services, Amanda Jackson, each semester to discuss closed captioning needs for the following semester.
- Submit a Closed Captioning, Live Captioning, & Interpreting request form located on the website at least 10 business days prior to the start of the semester. Complete one form for all online or hybrid courses that the student needs the online videos to be closed captioned. The form allows multiple courses to be added based on the student's access needs.
  - Any changes to the semester course schedule should be reported to the DRC at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) immediately (add/drop courses, etc.)
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) there are any concerns regarding the closed captioning of the videos or timeline of the videos being processed to ensure adequate time is allowed for assignment completion
- Email their accommodation letter to the instructor of the course(s) and discuss expectations, such as:
  - Priority seating so that the student can view the closed captioning on videos
  - Closed captioning to be utilized on all videos shown within class

**Instructor Responsibilities:** The instructor is responsible for meeting with the student to discuss the access needs of the student with regards to their approved accommodation. The following must be completed to facilitate closed captioning:

- Utilizing the UF Service Desk created ticket thread, to reply all with MediaSite links that need to be closed captioned
- In the event your recordings are not housed on MediaSite, email the DRC at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) for other potential options for providing closed captioning.