Policy Number: 205 (NEW)

Policy Title: Caption Policy for GPC

POLICY:

All video and multi-media products purchased, created, or used by the College will be captioned or able to be captioned.

PROCEDURE:

College representatives who create media will have it captioned according to the priorities defined below with the assistance of college resources (Disability Services and OIT):

Priority 1:

Media will be captioned when a student who is deaf or hard of hearing registers with Disability Services and declares they plan to take a class. Students must declare their intent to Disability Services staff to take a class at least 3 months prior to the semester the class is offered to ensure captioning is available. Disability Services will work with the instructor and other college personnel to: (1) identify what materials in the course need to be captioned, (2) obtain or create the captioned material, and (3) if captioning is not available in time, provide a transcript.

Priority 2:

Faculty and staff who are deaf and hard of hearing must contact the Director of Affirmative Action and Compliance in the Department of Human Resources who will work with Disability Services and OIT to provide appropriate accommodations.

Priority 3:

Videos and multi-media products purchased or created by the College that are publicly available must be captioned.

PPAB Approval Date: _______________

Policy Council Review Date(s):

SAPC: 9/22/11; FAPC: _________; ITPC: __________; IAPC: _________; AAPC: __________