



## 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

Katie Allison, M.Ed.

- 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.