

## Closed Captioning Policy

**Date Proposed:** October 29, 2015  
**Date Recommended by CAPC:** October 29, 2015  
**Date Approved by Provost:** November 4, 2015

West Chester University is committed to adhering to the requirements of Sections 504 & 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, by providing reasonable accommodations to qualified individuals with disabilities. This includes individuals who are deaf, have a documented hearing loss, or other documented disability.

The most effective means of providing equal access to video media (e. g., videos, movie clips, internet clips, DVDs, films, etc.) is through the use of products with open or closed-captioning, subtitles, and/or provide an academically equivalent alternative.

### Procedure

1. For essential video material, the faculty member should ascertain if a captioned (closed or open) version is available. If such a version is available, the faculty member is required to use it.
  - a. If a captioned version is not available, the faculty member is required to seek *alternative*, captioned material.
  - b. If no acceptable, alternative captioned version is available and no substitute can be found, the faculty member must provide the student with a written transcript of the material.

It is the responsibility of the University to facilitate/support the individual faculty member in complying with this policy. That support should include:

1. Access (and assistance if needed) to the Instructional Media Center (<http://www.wcupa.edu/library.fhg/imc.asp>) to determine if the University has a captioned version;
2. Offering a transcribing service for non-captioned Video Media.
3. Informing individual faculty as soon as possible regarding enrolled students and their accommodation requirements.

Any costs associated with complying with this policy shall not be charged to individual academic departments or faculty members.