TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Operating Guidelines

Guidelines for Captioning

Purpose

The guidelines in this document address the use of captioning technologies and processes for Texas Tech University Health Sciences Center at El Paso (TTUHSC El Paso), to ensure compliance with requirements of the Americans with Disabilities Act (ADA) related to the delivery of audio/visual content as mandated in Section 508 of federal Accessibility legislation and the Texas Administrative Code.

Federal accessibility regulations ensure equal access among students, faculty and staff at Higher Education Institutions (HEIs), especially those institutions that are state entities. According to federal and state standards, the following guidelines will assure audio and video content is developed using procedures that ensure access and accommodations for students, faculty, and staff.

Operational guidelines are as follows:

1. Except for content covered by an approved accessibility exception request (see guideline statement 10 below), all audio and video content, including all audio-visual curriculum learning materials, must be captioned prior to posting or distribution.

2. Captioning must be conducted using the platform and/or third-party application that is made available by TTUHSC El Paso through a contractual agreement.

3. Each TTUHSC El Paso school must ensure that captioning platform and/or third-party application trainings are made available by the institution.

4. All video and audio media that was used for curriculum and instruction prior to the development of captioning guidelines should be subject to assessment of continued use and captioning requirements, in order to be used in future courses and when uploaded to Learning Management System (LMS) platforms. This assessment includes adherence to archive policy, accreditation standards, and the academic accessibility policy, HSCEP OP 77.14, Accessibility and Establishing Accommodations for Students with Disabilities.

5. In alignment with the academic accessibility policy, HSCEP OP 77.14, Accessibility and Establishing Accommodations for Students with Disabilities and federal requirements for accuracy, captioning should adhere to accuracy threshold of 99% for all audio and video materials.

6. Each TTUHSC El Paso school should develop an editing process to ensure captions that are accurate, consistent, clear, readable and equal. The recommended guidelines for captioning can be found in the *Captioning Key* published by the Described and Captioned Media Program (DCMP), a free resource funded by the U.S. Department of Education.

7. According to best practice and to ensure captioning of restored course materials, each TTUHSC El Paso school should develop a review process that aligns with [HSCEP OP 59.00, Course Archival and Restoration Policies](#) for audio and video materials used for curriculum delivery.

8. Processes and development of academic audio and video content must also align with established procedures for disability accommodations, as outlined in the TTUHSC El Paso Institutional Student Handbook section on Student with Disabilities, as well as [HSCEP OP 56.07, Electronic and Information Resources Accessibility](#).

9. Faculty, staff, and administrators deviating from these guidelines must recognize, that in doing so, they position the institution at risk of federal law violations, penalties, fines, and sanctions, as stipulated by federal, state, and local governing bodies, as well as accreditation entities.

10. Under specific circumstances as allowed by law, accessibility exception requests may be approved by the president or chancellor of an institution of higher education (see [Texas Administrative Code Title 1; Part 10; Chapter 213; Subchapter C; Rule §213.37](#)). To request an exception, program directors should complete the [Accessibility Exception Request Form (Attachment A)](#) and route it through all required approvals. A list of all educational program Electronic and Information Resource (EIR) for which an exemption is granted shall be posted on the relevant program or school's accessibility webpage.

    Note: Accessibility exception requests for educational program content EIR shall only be considered for content that is ephemeral (only made available during one academic term and not re-used year-to-year), not public facing, not directed at or intended for educational program purposes by any individuals with disability-related accommodations requiring closed captioning (and for who alternate means of access shall be provided), and for which the costs associated with compliant captioning within the useful life of the materials are prohibitive.

Review

Captioning guidelines shall be reviewed by the eLearning Committee every odd numbered year or as relevant state or federal legislation changes. Any proposed changes to the Guidelines for Captioning shall be forwarded to the Academic Council and the eLearning Committee for review.