



PROCEDURE

	<p>Please let me know if you have any questions.</p> <p>Kind regards,</p>	
<p>3.</p>	<p>The designated HF " F ù\ e " fl Ù1 ô1 æô X Ù + HF " F Ù e " fl Ùü i fl ð ð Ù</p> <p>email at the following intervals:</p> <ul style="list-style-type: none"> • Email CAL within 2 business days if course and faculty information has not been received. • Email/phone call to Vice/Associate Dean within 3 business days if course and faculty information has not been received. • If no response is received at 4 business days, the designated HF " F ù\ e " fl Ù1 ô1 æô X Ù advise the student's counselor who will email/phone the Dean. 	<p>: : X î 2 " e : X ý</p>

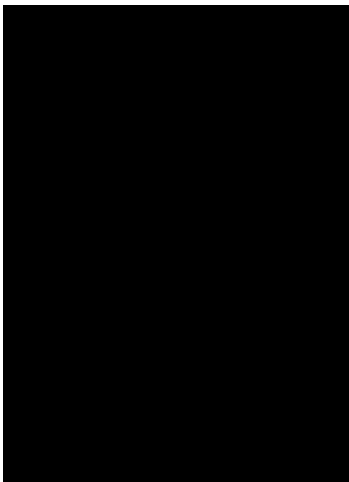
4. Upon receipt of course and faculty information, the designated HF " F ù\ e " fl Ù1 ô1 æô X Ù + + Ùk : 2 e " k e Ù " k j + e Ù via email and request all video, podcasts, or other media - + k e\ s ùbmitted to HF CDHP for closed k " U e : 2 2 ï e X " 2 \ k X U e : 2 Ùü " j î : Ù: 2 + ý ß Ù > " k j + e Ù + + Ùæö advised to verify that the instructional materials do not have captions/transcriptions. The email also provides e ô Ùî ô e " + \ Ù: Ùe ô Ùk " U e : 2 2 ÙU X : k ô \ \ à Ù- + ô Ù

7.	Upon receipt of closed-captioned materials or	HF " F Ù e " fl Üüi fl Ł ô Ü 2: " X ô î Ü " e: X ý
8.	The faculty member is responsible for ensuring that all media being shown in classes with students approved for accessible media as an accommodation is	Faculty Member : Ü: 2 + ý ß
9.	HFCDHP will maintain a copy of all materials that it captions/transcribes.	HF " F Ù e " fl Üüi fl Ł ô Ü : : X î 2 " e: X ý
10.	If the accommodation is approved through the duration the of program, the designated HFCDHP staff member will email the CAL one month before the start of each term.	HF " F Ù e " fl Üüi fl Ł ô Ü : : X î 2 " e: X ý

Definitions/Acronyms:

Closed caption: Process of displaying text on a television, video screen, or other visual display to provide additional or interpretive information. Closed captioning allows the user to turn the

Deaf/deaf – Deaf with a capital “D” is used to describe individuals who idnd „: 2ndf



Contact: Marcelle Daniels, Director of ^{HF}CDHP

Email: disabilityaccommodations@westernu.edu

Policy reviewed by: (check all that apply)

Academic Senate	General Counsel		X
Biosafety Committee	Human Resources		Radiation Safety Committee
Board of Trustees	IACUC		VP Research & Biotechnology
Office of the Registrar	Information Technology		Sponsored Programs
Clinic Administration	Institutional Review Board	X	University Risk Management
Dean's Council	Operations Council		University of the West of England
Directors of Operations	Student Services		University of the West of England
Environmental Health & Safety	Procurement	X	University of the West of England