



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South

San Diego, California 92108-3883

619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

TO: SDCCD Employees

FROM: Jeff Higginbotham, Director of Disability Support Programs and Services

RE: REMINDER OF ACCESSIBILITY STANDARDS AND CAPTIONING REQUIREMENTS

Implementation of Section 508 of the Rehabilitation Act and California Government Code Section 11135 require that electronic and information technology developed, procured, maintained, or used by community colleges receiving Federal funds is accessible to people with disabilities. San Diego Community College District's Board of Trustees Policy 3108 and Administrative Procedure 3108.1 support electronic access in accordance with these regulations. A copy of the policy and procedures are available at the District website at: [www.sdccd.edu/public/district/policies](http://www.sdccd.edu/public/district/policies).

The regulations apply to public events, websites, online and web-enhanced classes, online class e-packs, textbook e-packs, and purchases of electronic equipment, including computers and software. Note that this is also applicable to existing departmental or personal videos and DVDs, as well as all visual media utilized in instruction.

**This means that all information technology used to provide instruction or presentation to the community must be captioned, regardless of whether you have a student who has a disability or the materials are optional.** Your College or Continuing Education [Online Faculty Mentors](#) can assist online faculty with options for captioning their own work or instructional material. Additional captioning resources for online, hybrid and on campus courses can be found on the [Faculty Online Learning Pathways webpage](#).

Please note that students who are Deaf are not expected to ask interpreters/captioners to provide communication for any audio presented by video, DVD, or audio recording. These items are to be captioned. The use of YouTube's automatic captions without review and edits, does not meet compliance requirements. For an audio recording, the transcript needs to be available in writing.

Information on copyright laws and process for captioning copyrighted material is available on the [Instructional Services Division's Copyright webpage](#).

If you have any questions regarding captioning and/or copyright for instructional material, please contact your campus DSPS Access Technology Specialist:

City: [Crystal Velasco](#), High Tech Center Instructor – x3378  
Mesa: [Erika Higginbotham](#), Access Technology Specialist – x2893  
Miramar: [Rechelle Mojica](#), Access Technology Specialist – x7606  
CE: [Kathy Hornik](#), Access Technology Specialist – x4890