FACULTY CLOSED CAPTIONING MATERIALS REQUEST PROCESS

FACULTY MEMBER
1. Verify the copyright of the material you would like closed captioned.
2. Submit a closed caption request form to the school dean.
3. Verify with IITS that your classroom has the needed equipment to show closed caption.

SCHOOL DEAN
1. Reviews and prioritizes all closed caption requests; notifies the faculty of the prioritized list.
2. For distance education materials, submits request form to DL Coordinator.
3. For traditional classroom materials, identifies funding based on prioritized list and sends approved forms to DSPS.

DISTANCE LEARNING
1. Gets request form approved by DSPS & forwards request to DECT.

DISTANCE LEARNING COORDINATOR
1. Coordinates the closed captioning process.

TRADITIONAL CLASS
1. Coordinates the closed captioning process.
2. Sends the materials to the faculty & the bill to the School Dean.

DISTANCE ED CAPTIONING & TRANSCRIPTION (College of the Canyons)
1. Coordinates the closed captioning process.
2. Sends the materials to the faculty.

DISTANCE LEARNING:
Materials for distance education, hybrid, or digital learning repository for credit/noncredit classes

TRADITIONAL CLASS:
Materials for traditional face-to-face credit/noncredit classes or not-for-credit classes