



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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San Diego, California 92108-3883
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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

TO: SDCCD Employees

FROM: Jeff Higginbotham, Director DSPS

RE: REMINDER OF ACCESSIBILITY STANDARDS FOR ELECTRIC AND INFORMATION TECHNOLOGY REQUIREMENTS OF SECTION 508 REGULATIONS

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 money is accessible to people with disabilities. San Diego Community College District's Board 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.

The regulations apply to public events, web sites, 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 in options for captioning their own work.

Please note that students that are deaf will not be able to ask interpreters/captioners to provide communication for any audio presented by video, DVD, or audio recording. These items are to be captioned (You-tube auto captioning without review and edits does not meet standards) or for an audio recording, the transcript needs to be available in writing (not an acceptable alternative for video or DVD).

In addition, be reminded that use of all instructional materials, regardless of captioning, must have permission from the copyright holder. Information on copyright laws is available at: <http://www.copyright.gov/>.

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

- City: [Natalie Walker](#), Access Technology Specialist – x 3378
- Mesa: [Erika Higginbotham](#), Access Technology Specialist – x 2893
- Miramar: [Rechelle Mojica](#), Access Technology Specialist – x 7606
- CE: [Kathy Hornik](#), Access Technology Specialist – x 4890