

MEMORANDUM

TO: LAMC Faculty
FROM: Michael Allen, VP of Academic Affairs
Larry Resendez, Director of DSPS
RE: Instructional Media Closed Captioning Legal Requirements
DATE: February 3, 2015

Greetings,

Please accept this memorandum as a reminder that all institutions of higher education have a legal obligation to caption all instructional media used either in the classroom or electronically accessed by students. Pursuant to *Section 508 of the 1973 Rehabilitation Act, as amended in 1998; California Government Code 11135; and SMC AR 2512: Accessibility Standards for Electronic and Information Technology- Section 508*, the obligation exists even when a hearing-impaired student is not currently enrolled in a faculty member's course section.

For assistance with providing transcripts or closed captioning for your instructional multimedia, please contact Adrian Gonzalez at gonzala@lamission.edu or 818-833-3313. For training and further information regarding *Section 508* compliance, please visit <http://www.lamission.edu/dsps/workshops.aspx>.

Thank you for maintaining inclusive learning environments for all of LA Mission's students.