# Student Organization Caption Guidelines

The following guidelines outline the expectations and procedures for virtual events hosted by or in partnership with registered student organizations at Ohio State. View the Captioning FAQ from the ADA Coordinator's Office for expanded information on caption services, expectations, and procedures at the university.

## What is automated vs live captioning?

Live captions are provided in real-time by a human typist, not via transcript or recording. Automated captions are provided through artificial intelligence or otherwise inherent within a computer program. Live captions should be our norm, but reality dictates that it may not be feasible to offer this at the scale needed to provide live captions at all virtual events. The following guidelines are intended to outline the expectations for student organizations related to accessibility at virtual events and gatherings.

## Accessibility expectations for student organization virtual events:

These expectations apply to *events* and not regular organization leadership or general membership meetings. In general, student organizations are not required to provide live captioning for online events and may use automated captioning.

**Student org events held without live captions must:**

❖ Publish an accommodation statement with appropriate contact information
  ➢ Suggested language: "If you require an accommodation such as live captioning or interpretation to participate in this event, please contact Brutus Buckeye at buckeye.1@osu.edu or 614-247-5555. Requests made by (date) will generally allow us to provide seamless access, but our organization will make every effort to meet requests made after this date."

AND

❖ Publish and/or communicate the accommodation statement to attendees at least two weeks in advance of the event

Student organization events that meet the criteria above do not require an exception from or communication with the ADA Coordinator's Office.

It's critically important that accommodation statements and communications for events are timely. Although automated captioning is permitted for student organization virtual events, any accommodations request for human-driven live captioning must be met. Denial of any accommodations request must be made in consultation with the ADA Coordinator's Office.

**How to pay for and provide live captioning if requested:**

The ADA Coordinator's Office will organize and fund live captioning accommodation requests received for events hosted by student organizations as described above. Requests should be forwarded as soon as possible to ada-osu@osu.edu.

**Virtual events held with substantial assistance from the university:**

Events conducted in close partnership with any university college, department, center, or office must follow the standard guidelines for captioning and accessibility at live events. The campus units that are partnering with the student organization are responsible for compliance with applicable policies and standards. This means that live captions *must* be provided for the event, **or** an exception must be on-file and approved with the ADA Coordinator's Office.

Substantial assistance may take the form of:

- Funding for event space, technology, promotion, catering, etc.
- Promotions featuring the campus unit as a partner or sponsor
- Assigning staff to assist with event planning or execution
    - Organization advisors do not count as assistance from the university in this capacity.
    - Individual presenters employed by the university do not count as substantial assistance unless the unit employing the presenter is involved in the promotion, planning, or implementation of the event.

**Contact for support:**

- For general questions related to student organization operations and expectations, please reach out to The Office of Student Life Student Activities at csls@osu.edu.
- For questions related to the accessibility policies or to consult about a specific organization situation/event, please reach out to the ADA Coordinator's Office at accessibility@osu.edu.

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THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE
STUDENT ACTIVITIES