Virtual Transcription

Transcription is the process in which speech or audio is converted into a written text document. Transcription can be used to make audio-only content accessible. Virtual transcription is available for academic purposes primarily for those students with hearing loss or who are Deaf.

Transcription Coordinator:
Heather Rose
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General Information
- Virtual transcription accommodations need to be requested by the student through STARS, along with his/her other accommodations.
- The transcript allows the student to access and review the material covered in class. The transcript is not to be shared with the class.
- Virtual transcription may be accomplished through the use of a transcription service who provides this service remotely.
- All students, including those students who utilize virtual transcription, are still required to attend class and fully participate in their course(s). Should you be unable to attend class, please contact the Transcription Coordinator.

Deadlines for Service Requests
Please request this accommodation six weeks before the 1st day of the semester for all virtual transcriber requests.

Given the increased use of multimedia in the current delivery of teaching, students should anticipate, in some courses, a large use of audio content. Because of this, accommodation requests should be made early to allow for enough lead time to coordinate this accommodation.

A good faith effort will be made to fill requests after the deadline. Students should anticipate a delay in receiving this accommodation if requests are submitted after the suggested timeline of requesting six weeks before the 1st day of the semester.

Attendance
Student No Shows
If a student is absent from three virtual class sessions without notifying the Office of Accessibility, services may be interrupted. The student will need to meet with the Transcription Coordinator to determine whether the accommodation will be continued. If absences without notification continue, transcribing services may be cancelled. The student is expected to attend classes to receive this accommodation.

Cancellation
In the event you are not able to attend a class lecture, please notify the Transcription Coordinator at least 24 hours in advance if possible so that the service can be cancelled.
Schedule Changes

Any change in student’s schedule must be reported to the Transcription Coordinator and updated through STARS immediately. The Office of Accessibility will make a good faith effort to fulfill all requests, but please be aware that requests made after a semester has started, may result in a delay of services. Please see your Disability Specialist about other accommodations to assist you during this time.