

## Monroe County Community College Web Accessibility Policy

### Policy Statement

Monroe County Community College is committed to making its online content accessible to students, prospective students, employees, guests and visitors with disabilities, particularly those with visual, hearing, and manual impairments or who otherwise require the use of assistive technology to access information.

MCCC is committed to solutions and technology necessary for compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. Section 794, and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (Title II), 42 U.S.C. Section 12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35.

For the purposes of this agreement, “accessible” means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

Monroe County Community College adheres to a policy that no qualified person shall be discriminated against because of disability in any program or activity for which it is responsible.

### Declaration of Technical Standards

Monroe County Community College will adhere to the technical standards identified in **W3C's Web Content Accessibility Guidelines, Level AA**:

<https://www.w3.org/WAI/>

<https://www.w3.org/WAI/WCAG20/quickref/>

Overall WCAG Guidelines include:

- Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.
- Provide alternatives for time-based media (audio and video).
- Create content that can be presented in different ways (for example simpler layout) without losing information or structure.
- Make it easier for users to see and hear content, including separating foreground from background.
- Make all functionality available from a keyboard.
- Provide users enough time to read and use content.
- Do not design content in a way that is known to cause seizures.
- Provide ways to help users navigate, find content and determine where they are.
- Make text content readable and understandable.
- Make Web pages appear and operate in predictable ways.
- Help users avoid and correct mistakes.
- Maximize compatibility with current and future user agents, including assistive technologies.

### Web Accessibility Coordinators

#### TITLE II/SECTION 504 COORDINATOR FOR STUDENTS AND OTHERS

Vice President of Student and Information Services

Audrey M. Warrick Student Services/Administration Building, Room 133

Phone: (734) 384-4224

Email: [rdaniels@monroeccc.edu](mailto:rdaniels@monroeccc.edu)

*This position oversees the admissions and guidance, records and registration, financial aid, learning resources, data processing, information systems, student activities and security operations at MCCC.*

#### **TITLE II/SECTION 504 COORDINATOR FOR EMPLOYEES**

Director of Human Resources

Phone: (734) 384-4245

Audrey M. Warrick Student Services/Administration Building, Room 138

Email: [mmccutchan@monroeccc.edu](mailto:mmccutchan@monroeccc.edu)

*This position oversees employee recruitment and retention; ensures that benefit plans and compensation systems are fair and equitable; develops training programs for service and leadership effectiveness; provides guidance regarding staffing and management issues; implements and clarifies policies and procedures, including employment and anti-discrimination laws; and implements programs that enhance a spirit of recognition, diversity and inclusion, and college community.*

#### **Third-party Online Content and Information**

To ensure that any college acquisition or use of online content provided or developed by third parties that the college chooses to make available on its website will provide equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology, all third-party software, prior to purchase and implementation, including customizations, will be reviewed and approved by the appropriate college Web accessibility coordinator and/or coordinators.

#### **Annual Training**

MCCC requires annual training be conducted by a qualified individual (or individuals) for all employees responsible for creating or distributing information with online content to students, employees, guests, and visitors with disabilities. This training must include, but is not limited to, training on the Web Accessibility Policy and employee roles and responsibilities to ensure that Web design, documents, and multimedia content are accessible.

The designated Web accessibility coordinators will be responsible for determining the training method and ensuring the training is completed annually. The training will be facilitated, in whole or in part, by an individual or individuals with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by MCCC.

For employees who have already been fully trained at least once on the Web Accessibility Policy, the annual training requirement can be satisfied by electronically disseminating a notice to them that includes the Web Accessibility Policy, highlights of any policy updates, and the name and contact information of the Web accessibility coordinators.

#### **Accessibility Audit**

An accessibility audit of the website will be completed at regular intervals under the direction of the Web Accessibility Coordinators, during which information provided by MCCC through its online content will be measured against the technical standards outlined in this policy. All problems identified through accessibility audits will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

**Concerns/Violations Reporting**

Students, prospective students, employees, guests, and visitors may contact either of MCCC's Web accessibility coordinators with any online accessibility concerns:

Vice President of Student and Information Services

Audrey M. Warrick Student Services/Administration Building, Room 133

Phone: (734) 384-4224

Email: [rdaniels@monroeccc.edu](mailto:rdaniels@monroeccc.edu)

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Email: [mmccutchan@monroeccc.edu](mailto:mmccutchan@monroeccc.edu)

They may also report violations of the website accessibility technical standards used by MCCC or file a formal complaint through its formal Section 504 and Title II grievance procedures. These procedures can be found at:

**Procedure 1.65**

MCCC Procedure for a Student to File an ADA Complaint:

<https://www.monroeccc.edu/policies/pdfs/100%20District/165d%20student%20ada%20compl%20proc.pdf>

MCCC Procedure for an Employee to File an ADA Complaint:

<http://www.monroeccc.edu/policies/pdfs/100%20District/165g%20emp%20ada%20compl%20proc.pdf>

MCCC Procedure for a Member of the Public to File an ADA Complaint:

<https://www.monroeccc.edu/policies/pdfs/100%20District/165i%20public%20ada%20compl%20proc.pdf>