



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Digital Accessibility	FA-I	2	8/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Equal Education Opportunity	FA	8/26/2025

## PURPOSE

The purpose of this policy is to facilitate the development of policy and procedures to ensure that digital information provided through McLennan Community College (MCC) is accessible and functional for people of all abilities, particularly those with low vision, deaf and/or hard of hearing or who otherwise require the use of assistive technology to access information. MCC is committed to providing equal opportunity to the educational benefits and opportunities afforded by technology through comparable access to persons with disabilities.

## PROCEDURE

### Definition

**Accessibility** is the degree to which Digital Information and resources can be independently accessed and used by as many people as possible, including individuals with disabilities.

Digital Information is intended to be construed broadly, to include (but not be limited to) websites, web-applications, electronic course materials and documents, multimedia (e.g. audio and video), blogs, software applications, and other digitally available information and communication technologies that are created or used by faculty, staff, or students at MCC.

### Scope

- A. This policy applies to all electronic and digital information technology used by the College. This includes, but is not limited to, the contexts of teaching, learning, research, service, employment, and other official functions of the College.
- B. This policy applies to materials hosted or provided by the College or by third parties (i.e., Pearson, Cengage, etc.) whenever these materials are used in official functions of the College.



### **Accessibility Standards:**

This policy is implemented in accordance with:

- A. [The Rehabilitation Act of 1973 \(Section 504 and 508\) as amended](#) ;
- B. [Title II of the Americans with Disabilities Act \(Title II\)](#);
- C. [Access Board Standards and Guidelines](#); and
- D. The World Wide Web Consortium (W3C) "[Web Content Accessibility Guidelines](#)" (WCAG) 2.1, level A and AA.

### **Roles and Responsibilities**

- A. Each faculty and staff member, student, vendor, volunteer, contractor, or other affiliate of MCC who designs, develops, recommends, procures, or manages electronic and information technology is subject to and has responsibilities under this policy.
- B. Individuals responsible for the design, development, management and use of electronic and information technology will include accessibility in all phases of the software lifecycle.
- C. All MCC web resources must contain an accessible link a visitor with an accessibility need can use to contact someone responsible for the resource. The individual responsible for the resource may contact Electronic and Information Resources Committee at [eir@mclennan.edu](mailto:eir@mclennan.edu) for guidance in resolving the accessibility concern.