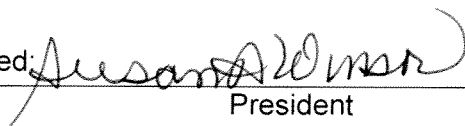


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	WEB AND ELECTRONIC INFORMATION ACCESSIBILITY	Procedure Number: 2-4-108.1
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	4-4-104.1	
Governing ATC Policy:	2-4-108	

Approved:


President


Vice President of Administrative Services

Date

Adopted: 02/11/2008

Date

Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. PURPOSE

The purpose of the following web accessibility procedures is to ensure that reasonable access to all of Aiken Technical College's available Web-based information is provided in accordance with State and Federal legal requirements. All official Web Content and other electronic information associated with College Administration, services, courses or instruction programs and activities for Aiken Technical College (ATC) shall be designed to be accessible, so that people with disabilities have access to online information, data, and services comparable to that accorded individuals who do not have disabilities.

II. DEFINITIONS

- A. Official Web Page is any administrative, departmental, or course Web page on an Aiken Technical College server that is used to deliver electronic content and information.
- B. A Web Developer is anyone who develops or maintains official Web pages on Aiken Technical College servers, including but not limited to, faculty, staff, students, volunteers, and third-party vendors/contractors.

- C. Accessible Web Content refers to Web-based information and services designed according to standards that enable use by a wide range of individuals, browsers and output devices. It does not exclude people with disabilities from access to information or participation in activities being presented.
- D. Legacy Page is any Web page that was created prior to November 1, 2001.
- E. Undue Burden means significant difficulty or expense. In determining whether an action would result in an undue burden, ATC shall consider all resources available to the College or components for which the product is being developed, procured, maintained, or used.

III. GUIDELINES

- A. ATC Web Developers designing Web content for all official Web pages must consider accessibility issues during initial development. For all new Web pages and revisions to currently used Web pages, System Web Developers must follow the minimum standards listed below.

- 1. Minimum standards

ATC shall follow the standards established under Section 508 of the Rehabilitation Act of 1973, amended in 1998 by the Work Force Investment Act (Section 1194.22 and its subsequent amendments), as their minimum requirements for Web accessibility.

- 2. Best Practices

ATC shall also follow the Web Content Accessibility Guidelines established by the World Wide Web Consortium's Accessibility Initiative (W3C-WAI) that are not addressed in Section 508.

- B. In cases where Web-based information is currently not accessible, ATC may make "reasonable accommodation" for qualified persons with a disability who request accommodation and where the accommodation will not create an undue hardship or result in a fundamental alteration of the service, program, or activity.
- C. All departments must implement periodic review of all currently used Web content under their control.
- D. ISM will support its Web Developers by providing a list of available resources, as well as offering training and consultation.

- E. ATC shall provide (or provide a link to) correct and appropriate contact information in a conspicuous place on all main entry pages, home pages, top-level pages, most frequently visited pages, and pages that provide mission critical College services.
- F. ATC shall establish a mechanism for collecting and responding within a reasonable length of time to comments, complaints, and suggestions concerning the accessibility of their respective Web sites. An individual or office with sufficient authority and resources shall be responsible for such a mechanism.
- G. All new products or major upgrades to existing products with Web content or pages must follow the minimum standards listed above in A-1.

IV. EXEMPTIONS

It is not required that all pages be retrofitted:

A. Expressly excluded are:

- 1. Legacy pages that do not require content updates.
- 2. Legacy front-end user interfaces that do not require content updates.

B. Other web pages are exempt from this policy if:

- 1. Compliance is not reasonably attainable with current technology;
- 2. Where the content or curriculum cannot be effectively delivered in an accessible format;
- 3. Accessibility features would fundamentally alter the basic nature of the material; or
- 4. Instances in which undue burden to the College can be proven.

Procedure Review		
Review Date	Reviewed By	Date Completed
02/11/2011		

ADDENDUM

IMPLEMENTATION PLAN

A. Self-Assessment

ATC shall review the current status of accessibility for its Web presence. This review does not require ATC to evaluate each page of a site, but instead requires ATC to appraise the overall accessibility of its Web presence.

As a starting point, the College shall evaluate the accessibility of the most frequently visited pages and a random sampling of other pages.

B. Establishing a Plan

ATC shall develop, keep on file, and implement a written plan for making its Web presence accessible. ATC may develop more specific guidelines for dealing with Web and electronic information accessibility in accordance with Section 508 of the Rehabilitation Act as well as the World Wide Web Consortium's Web Accessibility Initiative (W3C-WAI).

C. Suggested Order of Implementation

1. Main entry pages, home pages, top-level pages, most frequently visited pages, and pages that provide mission critical College services.
2. All new pages
3. Legacy pages

D. Conduct a periodic review of all currently used Web content.

E. Deadline

The deadline for achieving accessibility on Internet pages shall be no later than one year from approval of this procedure. The deadline for achieving accessibility for Intranet site and other internal materials shall be no later than one year after the Internet site deadline.