AP 3725   ESTABLISHING AND MAINTAINING WEB PAGE ACCESSIBILITY

References:
  Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S. Code Section 794d);
  Title 36, Code of Federal Regulations, Part 1194

The Riverside Community College District (District) is committed to providing information via the Internet and Web pages that is reasonably accessible to all students and interested parties regardless of physical ability.

The District will establish and maintain Web Page Accessibility Standards. The Office of Public Affairs and Institutional Advancement, in conjunction with Disabled Student Programs and Services (DSPS) and Diversity, Equity and Compliance, will establish and maintain the Web Page Accessibility Standards. The approved Standards will be available electronically on the DSPS and Institutional Effectiveness (IE) web sites. The information will be available in alternative formats from DSPS.

Web Page Accessibility Standards compliance is inclusive of all web pages for colleges, departments, and the District. It is encouraged, but not required, to have individual faculty, staff and student web pages comply with the accessibility standards. Mandatory compliance, however, is required for any faculty, staff or student web page that contains information necessary for students to complete required course work; these pages must comply with the accessibility standards or be made available to students in an alternative format when requested, consistent with ADA regulations concerning reasonable accommodation. It is also strongly recommended that faculty using web pages for course content include the following statement on their course syllabus: "If you are in need of reasonable accommodation in order to participate in this class, please contact the Office of Disabled Student Programs and Services (951-222-8060) and let me know."

All District, college, program or departmental web pages and software applications, such as, but not limited to, R25, eSARS, and WebAdvisor, that contain information necessary for an employee to complete required work, must comply with the accessibility standards or be made available in an alternative format upon request. In some instances, the Office of Diversity, Equity and Compliance may determine a page normally outside the scope of this procedure must comply with the standards in order to provide reasonable accommodation for employee or student use. The District will provide training, tools, and information on how to comply with the standards. All compliancy corrections are the responsibility of the web page owner.

Any web page within the scope of this procedure that has links to non-compliant web pages (i.e. faculty, staff, student, or third-party sites) or has unavoidably inaccessible elements must have a notation that accessibility concerns for those pages should be directed to DSPS. If a page contains an element (e.g., Flash movie) necessary for conveying required information that has been identified as inaccessible but cannot be made accessible with current technology, then a general description of the content and purpose of the element, as well as who to contact for more information must be provided.

1)   Web page and software application developers --including outside contractors-- for pages within the scope of this procedure must review and adhere to the District Web Page Accessibility Standards and Guidelines, available on the DSPS and IE web sites.

2)   DSPS and IE staff will provide training for department and campus web manager/masters on the use of web accessibility checking software, requirements and techniques.

3)   The department or college web managers/masters are responsible for correcting non-compliant pages that fall within their scope of authority. DSPS and IE staff members are available to answer questions or provide suggestions for correcting non-compliance.

4)   The District will twice annually run checks of the web pages within the scope of this procedure. A report of non-compliance, which will list the non-compliant pages, will be sent to the web manager/master of the site. If a web page is identified as non-compliant for two consecutive reports, the appropriate Administrator will also receive notification of non-compliance.

5)   It is the responsibility of the department and college web page managers/masters and appropriate administrators to ensure their web pages comply with the Web Page Accessibility Standards.

Also see BP/AP 3410 titled Nondiscrimination

Office of Primary Responsibility: Strategic Communications and Relations
                                     Diversity, Equity and Compliance

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