

760.1 Technology Accessibility Policy

Policy Title: Technology Accessibility Policy

Policy Number: 760.1

Responsible Office: Information Technology Services

Approval Authority: Administrative Council; President's Cabinet (Final Approval)

Applies To: All employees, faculty, staff, students, student workers, contractors, vendors, and individuals who create, procure, maintain, or deliver electronic or information technology.

Alignment: ADA; Section 504; Section 508; Web Content Accessibility Guidelines (WCAG) and related ICT accessibility standards (as updated)

Effective Date: May 2026

Current Version: 1.0.0

Supersedes: Electronic & Information Technology Accessibility Policy (October 2024)

Next Scheduled Review: January 2027

I. Policy Overview and Purpose

This policy establishes accessibility standards for Electronic and Information Technology (EIT) to ensure compliance with applicable accessibility laws and recognized guidelines. It supports the creation and maintenance of an inclusive and usable digital environment for all users.

II. Scope

This policy applies to all electronic and information technology developed, procured, maintained, or used by the College, including websites, digital content, instructional materials, software, and enterprise systems.

III. Definitions

Electronic and Information Technology (EIT) — All digital systems, software, instructional materials, web content, multimedia, and communication tools used or distributed by the College.

Equally Effective Alternative Access Plan (EAAAP) — A documented process ensuring individuals with disabilities receive equivalent access when technology cannot immediately meet accessibility standards.

IV. Standards and Requirements

NEMCC adopts the **Web Content Accessibility Guidelines (WCAG 2.1 AA)** as the minimum standard for all electronic information, including **WCAG2ICT** for non-web ICT.

All EIT must also comply with:

- Americans with Disabilities Act of 1990 (ADA)
- Section 504 of the Rehabilitation Act of 1973
- Section 508 of the Rehabilitation Act of 1973.

V. Responsible Parties

A. Information Technology Services (ITS)

- Oversees campuswide accessibility compliance for systems and infrastructure.
- Audits and remediates global accessibility issues.

B. Office of Instruction and Office of Distance Learning

- Ensures all instructional materials meet accessibility standards.
- Conducts faculty training and reviews LMS content.

C. Web Administrators and Content Owners

- Maintain accessibility of all posted materials.
- Complete corrections identified during accessibility reviews.

D. Faculty and Staff

- Responsible for ensuring all materials they create or distribute meet accessibility requirements.

VI. Guidelines

A. Institutional Web Presence

- All NEMCC-created or managed web content must meet WCAG 2.1 AA.
- ITS, Instruction, and eLearning may audit, require corrections, and remove non-compliant content.

B. Instructional Materials

Instructional materials must be accessible, including:

- Documents, syllabi, and electronic files
- Textbooks and presentations

- LMS content
- Multimedia and online instructional activities

C. Procurement of Technology

- All technology purchases must include an accessibility evaluation.
- Vendors may be required to provide documentation such as a VPAT (Voluntary Product Accessibility Template) or accessibility conformance report.

VII. Enforcement and Sanctions

Violations of this policy may result in enforcement actions in accordance with the Data Governance and Security Oversight Policy (735.0) and the ITS Enforcement and Escalation Standard (735.0.1).

VIII. Exceptions

Accessibility exceptions must follow the authoritative exceptions framework defined in the Data Governance and Security Oversight Policy (735.0) and include an Equally Effective Alternative Access Plan (EAAAP) and must be approved by:

- The Director of Information Technology Services
- The Director of Distance Education
- The Vice President of Instruction or the appropriate Vice President

Accessibility exceptions are temporary and shall expire when an accessible alternative becomes available or when the approved exception period concludes.

IX. Revisions

This policy shall be reviewed annually to ensure continued accuracy, regulatory compliance, and alignment with institutional practices. Revisions shall follow the College’s established approval process, and all individuals are responsible for compliance with the current approved version. Version history shall be maintained in accordance with institutional documentation standards

Version	Date	Description	Approved By
1.0.0	Jan 2026	Initial release of updated Technology Accessibility Policy. Supersedes the “Electronic & Information Technology Accessibility” policy (Oct 2024).	President’s Cabinet