



## Web Accessibility Policy

This policy applies to all College Web pages used to conduct institution business or academic activities at Southwestern Michigan College (SMC). The Board of Trustees, faculty, staff, employees, students, prospective students, and visitors to our campus are referred to as the College Community and thereby affected by this policy.

### Policy Statement

SMC is committed to ensuring communications with all College Community members. This is to include those with disabilities, including students, prospective students, employees, guests, and visitors with hearing, visual and manual impairments, or who otherwise require the use of assistive technology to access information as effectively as communications with those College Community members without disabilities.

SMC is also committed to ensuring that no qualified student with a disability or disabilities shall, on the basis of the disability or disabilities, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, occupational training, housing, advising, financial aid, recreation, or other extra-curricular programs or college activities in accordance with Section 504 of the Rehabilitation Act.

SMC is committed to improving both current and emerging web accessibility necessary to comply with Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Americans with Disability Act as Amended (ADAAA) 2008 and any other applicable state and/or federal regulation which prohibit discrimination on the basis of a disability in programs and activities offered by public colleges/universities receiving financial aid from the United States Department of Education. SMC prohibits and will not tolerate discrimination against individuals with a disability or disabilities in its admittance practices, access to, treatment of, or employment in its programs or activities. To do so, SMC will use or follow the guidance stated:

The College's accessibility standards are drawn from W3C Web Accessibility Initiative (WAI) and Section 508 standards and refer to the standards set forth in the World Wide Web Consortium's W3C and the Web Content Accessibility Guidelines (WCAG) 2.0.

- a. The Chief Information Officer or his/her designee shall develop operating procedures for the implementation of this policy including, without limitation, establishing procedures for complaints alleging violations of this policy and for conducting audits of accessibility compliance. The Web Accessibility Coordinator (WAC) is appointed by the Chief Information Officer. Their information will be updated on SMC's website. The current WAC is:

Diana Litaker  
Web Accessibility  
Coordinator 58900 Cherry  
Grove Rd Dowagiac, MI  
49047 dlitaker@swmich.edu  
269-782-1322

- b. All web content will be reviewed for compliance by a WC3 trained representative in accordance with the College's accessibility standards before being implemented and if any compliance issues are found, the web content must be submitted for further review by the WAC.



- c. SMC requires annual training by the WAC for all WC3 trained representatives for this policy, the accessibility compliance requirements, and how compliance is achieved. The designated WAC will be responsible for determining the training method and for establishing timelines for meeting compliance objectives.
- d. Under the direction of the WAC, internal accessibility compliance audits will be conducted twice a year in June & November prior to Fall and Spring semesters. Any problems will be documented and findings will be provided to the Chief Information Officer for review and action.
- e. Students, prospective students, employees, guests, and visitors may report violations of the technical standard(s) used by the College by filing a formal complaint through the WAC in accordance with Section 504 Title II grievance procedures by completing the Accessibility Complaint Form, which is available on the College website and also in the Related Documents section below.
- f. Upon receiving grievances reasonable effort will be taken to bring legacy Web pages and resources into compliance with stated compliance. Web pages specifically requested to be made accessible through the formal complaint process shall be made accessible as soon as possible, or an equally viable alternative solution shall be provided. [The accessibility complaint form is located at https://forms.swmich.edu/accessibility.](https://forms.swmich.edu/accessibility)

This policy shall be posted on the College website in an accessible format.

This policy is not intended to expand or otherwise modify applicable state and federal laws and regulations.



## **Definitions**

### **ACCESSIBLE:**

refers to a site, facility, work environment, service or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability

### **AMERICANS WITH DISABILITIES ACT OF 1990, (ADA) AMERICANS WITH DISABILITIES ACT AS AMENDED (ADAAA) 2008:**

a comprehensive, federal civil rights law that prohibits discrimination on the basis of disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications

### **DISABILITY:**

with respect to an individual: a physical or mental impairment as defined by the ADA/ADAAA that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment

### **WEB ACCESSIBILITY:**

includes SMC web content created by the College such as webpages, media, documents, and official social media platforms

### **WEB ACCESSIBILITY STANDARDS:**

refers to the standards set forth in the World Wide Web Consortium's (W3C) and the Web Content Accessibility Guidelines (WCAG) 2.0

### **QUALIFIED INDIVIDUAL WITH A DISABILITY:**

the term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity

### **REASONABLE ACCOMMODATION:**

the College shall make reasonable accommodations to the known physical or mental limitations of otherwise qualified individuals with a disability or disabilities unless the accommodations would impose an undue hardship on the institution

### **REHABILITATION ACT OF 1974:**

prohibits disability discrimination by federal agencies, federal contractors, and other recipients of federal financial assistance. Types of prohibited discrimination include employment; education; building accessibility; and health, welfare and social services

### **WEB CONTENT:**

Web Content specifically addresses the text, images, multimedia, documents, and all information provided on all College websites both for public audiences