



Accessibility of Content Delivered Electronically

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Introduction

To offer accessibility to all persons accessing the electronic content offered by NORTHWEST LOUISIANA TECHNICAL COLLEGE (NWLTC) and in compliance with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, NWLTC establishes this policy and procedures for the management and administration of any electronic offering via Internet or intranet. This shall apply to all content online developed by, maintained by, or offered through third-party vendors for all content under the control of NWLTC.

Policy Statement

All content provided by NWLTC through direct production or third party provision, shall comply with the standard of accessibility, ADA Title III requirements. That standard shall be WCAG 2.0 Level AA. All third party software purchased or used under agreement by the College will meet these same WCAG 2.0 Level AA standards. The Chief Academic and Student Affairs Officer (CASAO) is required to approve all third party purchased and all use contracts to ensure ADA compliance.

Responsible Parties

The offices and/or positions responsible for content, functionality and accessibility and respective roles/duties as related to the management of websites under their administration.

1. Each Division that purchases/contracts with or otherwise utilizes electronic delivery of material to internal and/or external stakeholders shall notify the NWLTC Institutional Compliance Officer (ICO) via established method to quarterly inspect the delivery for accessibility.
2. The ICO shall be responsible for quarterly reviewing all content on a cyclical basis and report to the CASAO any content not meeting WCAG 2.0 Level AA compliance along with corrective action.
3. The ICO will work with faculty to review all content delivered electronically to students; this includes all simulation software, augmented reality modules, Learning Management System Video content including recorded video, and any other content intended to be delivered via Internet or intranet. This content should be reviewed at the time of creation and any change. A semester report of all content shall be made to the CASAO along with any corrective action taken.
4. The ICO may enlist assistance from the Programmer Analyst as needed.

Written Procedures

The written procedures (Attachment A) for the development and testing of all electronic content may be found on the Google Drive under shared documents. These procedures must be followed before any

