

The MiraCosta Community College 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 Public Information Office (PIO), in conjunction with Disabled Student Programs and Services (DSPS) and Academic Information Services (AIS), will establish and maintain the Web page accessibility standards. The approved standards will be available electronically on the DSPS and district 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.

All district, college, program, or departmental web pages and software applications, such as but not limited to, 25Live, eSARS, PeopleSoft, TracDat, Portal, and EDDI, which 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 ADA compliance officer 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 noncompliant 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, a general description of the content and purpose of the element, as well as who to contact for more information, must be provided.

- A. 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 district web sites.

- B. DSPS and AIS staff will provide training for department and campus web manager/masters on the use of software that ensures web accessibility, requirements, and techniques.
- C. The department or college web managers/masters are responsible for correcting noncompliant pages that fall within their scope of authority. DSPS and AIS staff members are available to answer questions or provide suggestions for correcting noncompliance.
- D. The district's accessibility specialist in conjunction with PIO will audit run checks semi-annually of the web pages within the scope of this procedure. A report of noncompliance, which will list the noncompliant pages, will be sent to the web manager/master of the site. If a web page is identified as noncompliant for two consecutive reports, the appropriate administrator will also receive notification of noncompliance.
- E. 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.

Office of Primary Responsibility: Public Information Office (PIO) and Academic Information Systems (AIS)