

Coast Community College District
Administrative Procedure
Chapter 3
General Institution

AP 3722 – Accessibility Standards for Electronic and Information Technology

References:

Americans with Disabilities Act of 1990;
Rehabilitation Act of 1973;
36 Code of Federal Regulations Sections 1194.1 et seq.;
Government Code Sections 7405, 11135 et seq., 11546.7;
Title 5 Sections 59300 et seq.;
BP/AP 3720 – Computer and Network Use

Electronic and Information Technology (“EIT”) includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information, and also includes, but is not limited to, computers, software, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines.

When developing, procuring, or maintaining EIT, the District shall ensure that those products and systems conform with applicable law, unless a fully conforming product is not commercially available or, unless a significant difficulty or expense would be imposed on the District. Where an exception is claimed, it will still be necessary to provide the information in a timely manner and in an alternate format suitable for individuals with a disability.

This Procedure applies to all members of the District community including faculty, administrators, staff, students, independent contractors, and authorized guests using the District/College websites or Learning Management System to post, transmit or otherwise communicate using EIT. The following compliance protocol informs a process under which the District and its Colleges can ensure equitable and inclusive access to materials posted on its websites or Learning Management System.

1. Identifying and documenting needs and general product specifications;
2. Market research to determine and document availability of conforming accessible products;
3. Acquisition of the most conforming product; and
4. Documentation of criteria if an exception is claimed.

Ratified June 20, 2018