



Board Policy 306- Digital Accessibility

Department: Institutional	Date Created: 3/11/2026
Owner: Digital Accessibility Committee	Date Last Revised: 3/25/2026

Printed copies of this document are for reference only.

1. Policy Statement

Lewis and Clark Community College ensure digital information, services, and programs are accessible to individuals with disabilities. This policy complies with ADA Title II and U.S. Department of Justice regulations for digital accessibility across all College content.

1.1 Scope

This policy applies to all College departments, employees, contractors, faculty, and third-party vendors who create, manage, procure, or distribute digital content or services on behalf of Lewis and Clark Community College.

This includes the following digital content:

- Course materials and learning management system content
- Administrative and student service documents
- Public-facing websites and publications
- Employment and human resources documents

1.2 Web Content Accessibility Requirements

All digital content, tools, and services must conform to the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, as required under ADA Title II. These standards establish the minimum requirements for digital accessibility across the institution. Compliance is required no later than **April 26, 2027**.

1.2.1 Accessibility Standards

Accessible digital content must align with the four core principles of WCAG—Perceivable, Operable, Understandable, and Robust (POUR).

This includes, but is not limited to:

- Proper document structure using headings and lists

- Compatibility with screen readers and assistive technologies
- Meaningful alternative text for images
- Accurate captions and transcripts for audio and video content
- Accessible links, tables, and navigation
- Properly formatted PDFs, forms, and digital documents

Departments are expected to incorporate these standards into all digital content creation and maintenance processes to ensure accessibility for all users

1.2.2 Third-Party Content

All third-party digital platforms, applications, and content provided through contractual, or licensing arrangements must meet accessibility standards. Accessibility requirements must be included in procurement and vendor agreements.

1.2.3 College Employee Roles and Responsibilities

Ensuring digital accessibility is a shared institutional responsibility. All employees who create, manage, or distribute digital content are expected to ensure that materials are accessible and aligned with institutional standards.

- Faculty and instructors are responsible for accessible academic materials.
- IT and Web Administration teams will audit and remediate digital systems.
- All non-instructional areas, including Human Resources (HR), Student Services, and other administrative and operational departments, are responsible for ensuring accessibility of employment-related content, student-facing materials, and institutional communications.

1.3 Training and Awareness

The College will provide training and awareness resources to all employees to support their roles and responsibilities in creating and maintaining accessible digital content. This includes required onboarding training and ongoing annual compliance training, reinforcing both institutional compliance and a shared commitment to access for all users.

The Digital Accessibility Committee, in coordination with the ADA Coordinator, will be responsible for developing, implementing, and maintaining training resources, as well as monitoring participation and compliance.

1.4 Policy Enforcement

The College is committed to a proactive and collaborative approach to digital accessibility.

When an accessibility issue is reported through the lc.edu reporting system, the designated departmental accessibility contact will work to review and update the identified digital content in a timely manner.

The ADA Coordinator will provide support as needed and follow up to ensure the issue has been appropriately resolved and aligns with institutional accessibility standards.

Ongoing non-compliance or failure to address identified issues may result in corrective action in accordance with College policies.

1.5 Policy Review

This policy will be reviewed and updated at regular intervals by the Digital Accessibility Committee, in coordination with the ADA Coordinator, to ensure continued effectiveness and alignment with applicable laws, regulations, and industry standards. Updates will be made as needed to reflect changes in legal requirements, technology, and institutional practices.

1.6 Revision history

Below is the recorded history of the policy. This must be updated each time the policy undergoes changes.

Date	Change Description	Author - Position	Approved By - Position
3-11-2026	Policy creation & formatted. Request for comments made on the document	McLaughlin – Information Security Analyst	-
3/25/26	Updated input from digital accessibility committee	Emily DeGrand – Educational Counselor	

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