

<b>Policy:</b>	Electronic and Information Technology (EIT) Accessibility Policy	<b>Policy No.:</b>	IT9001
<b>Authority:</b>	SUNY Broome Community College Board of Trustees		
<b>Policy Owner:</b>	President	<b>Responsible Party:</b>	<i>VP Academic Affairs</i>
<b>Approved:</b>	May 13, 2021		
<b>Revised:</b>	(DATE)		

## Purpose

The purpose of this policy is to provide for equal, effective, and inclusive access to all Electronic and Information Technology (EIT) developed, procured, and utilized at the college in order to enhance usability and access for everyone.

## Statement of the Policy

SUNY Broome Community College is committed to ensuring equal and integrated access to all of its programs, services, and activities, particularly for individuals with disabilities, especially in the realm of electronic and information technologies. As part of this commitment, the college will make electronic information such as websites, digital course materials, and library electronic resources accessible, with or without the use of assistive technology. In accordance with the college's mission, federal and state laws, and the SUNY EIT Accessibility Policy adopted by the SUNY Trustees in June 2019, ensuring equal and inclusive access to electronic and information technologies developed, procured, and utilized by the college is the responsibility of all administrators, faculty, and staff.

**Related Policies (by number) - none**

## To whom it applies (title or department)

This policy applies to SUNY Broome websites, applications, and digital content created or procured by the college and its employees or affiliates. EIT Accessibility is the responsibility of administrators, faculty, and staff at the college.

## General Guidelines

In accordance with the [SUNY EIT Accessibility Policy](#), the college will utilize the Standards outlined within the May 2019 SUNY Electronic and Information Technology

Accessibility Committee Final Report and Recommendations. These Standards are based on the Web Content Accessibility Guidelines (WCAG).

The college will conform to the Standards established and maintained by SUNY and will monitor and comply with changes to WCAG AA.

**Standards:**

As outlined within the SUNY EIT Accessibility Committee Final Report and Recommendations, the SUNY Broome Community College EIT Accessibility Plan will be comprised of and comply with the requirements and recommendations outlined within the report for each of the below Standards:

- Web Accessibility Standards
- Digital Content Accessibility Standards
- Classroom Accessibility Standards
- Library Accessibility Standards
- Procurement Accessibility Conformance Standards:

The College will develop and maintain a SUNY Broome Community College Electronic Information (EIT) Accessibility Plan encompassing each of the Standards and which is approved by SUNY. As part of the college's ongoing efforts to promote inclusive access, including individuals with disabilities, the EIT Accessibility Plan will be monitored on an ongoing basis with regular reporting on progress and issues to SUNY, as required.

**Compliance:**

In accordance with SUNY Policy, a SUNY Broome Community College EIT Officer will be appointed with responsibilities outlined within SUNY Policy and the SUNY EIT Final Report and Recommendations. The College's EIT Accessibility Plan will follow the Standards created by SUNY as a baseline for EIT compliance and inclusion. The EIT Accessibility Plan serves as an accessibility action strategy that will be regularly evaluated, modified, and strengthened over time in response to evolving technology, changing requirements, feedback, and review of outcomes and effectiveness.

The college shall set up and maintain exceptions procedures to provide equally effective alternate access to non-conforming electronic and information technologies and will develop priorities for bringing existing legacy EIT into conformance. In cases in which conformance to the Standards is not technically feasible or may represent an undue burden to the college, the reasons for exceptions under the law shall be reviewed by the EIT Accessibility Officer and legal counsel.

## Definitions

**Accessible:** In the case of a program or activity, readily usable by a particular individual, with or without alternate formats; in the case of the web and electronic resources, accessible with or without the use of assistive technology.

**Alternate formats:** Refers to alternatives to standard print. Information presented in an accessible format (e.g., electronic, audio, large print, Braille).

**Assistive technology:** any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.

**Classroom Accessibility Standards:** A summary listing of all pertinent building code and classroom technology system features that should be included when constructing/renovating SUNY classrooms. These features draw heavily from the 2010 ADA building standards on federal and state property.

**Digital Content Accessibility Standards:** In addition to the Web Accessibility Standards (WAS), requirements and recommendations touch on documents, multimedia, and quality course-building that is inclusive of accessibility.

**Electronic and Information Technologies (EIT):** 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. EIT includes, but is not limited to, information resources, such as the internet and intranet websites, content delivered in digital form, search engines and databases, learning management systems, classroom technologies, web, computer, and mobile-based applications allowing for interaction between software and users; and services employing information technology and telecommunications equipment.

**EIT Accessibility:** is the practice of sustaining electronic and information technology environments that enable individuals to acquire information, engage in interactions, and enjoy services regardless of whether or not they have a disability. Examples include closed captions on videos, text descriptions for website images (alt text), and text-renderable (searchable) documents.

**Equally Effective Alternate Access:** The alternative format communicates the same information in as timely a fashion as does the original Web page. For interactive applications and hardware devices, "equally effective" means that the user action (e.g., registration) is accomplished in a comparable time and with comparable effort on the part of the user.

**Exceptions:** In certain cases, meeting the accessibility standards required by the SUNY guidelines may not be feasible due to an undue burden or doing so would result in a fundamental alteration. These assertions may only be made by the president or designee who has budgetary authority after considering all resources available for use, and must be accompanied by a written statement of the reasons why. These difficulties do not relieve University programs or services from meeting EIT accessibility obligations. Equally Effective Alternative Access must be provided upon request.

**Library Accessibility Standards:** Accessibility best practices and guidance as it pertains to critical library functions including services, collections, physical, and digital environments.

**Procurement Accessibility Conformance Standards:** Checklist for including accessibility as a requirement within the purchasing process for electronic information and technologies.

**Voluntary Product Accessibility Template (VPAT):** a document which details conformance to accessibility standards set by Section 508 of the Rehabilitation Act and allows for a comprehensive review of the level of compliance of a product/service prior to procurement.

**Web Accessibility Standards:** Baseline requirements for compliance with the international web accessibility guidelines (Web Content Accessibility Guidelines-WCAG).

**Appendix**

[SUNY EIT Accessibility Website](#)  
[Americans with Disabilities Act of 1990, As Amended](#)  
[Section 508 of the Rehabilitation Act of 1973](#)  
[Postsecondary Institutions and Students with Disabilities](#)

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Created</i>	04012021	KM	<i>Int. Dir Institutional Effect &amp; Enroll. Planning</i>