3354:1-30-02.3   Online Accessibility Procedure

A. Introduction
   1) The College's goal is compliance with Section 508 of the Rehabilitation Act to make content and activities in the online environment accessible to people with disabilities.
   2) "Online course" means 90-100% of the course is delivered online. Participants can complete all course requirements without coming to campus. Tests may be online or in a suitable proctored environment.
   3) "Blended course" means 30-89% of the course is delivered online. The course combines online and face-to-face learning. Characterized by a reduction in seat time, some on-ground, face-to-face sessions are replaced with online learning. Web-based activities and content in a blended course or program is in addition to classroom content. Both online and on-ground, face-to-face sessions are required elements of a blended course.
   4) "Web-enhanced/supplemental" means no more than 29% of the course is delivered online. This course meets on-ground, in face-to-face sessions.
   5) Online and blended courses are conducted in a paced and sequenced learning environment in which student-to-student interaction and discussion contribute to the learning outcomes of the course.
B. To certify accessible content and activities, all existing online, blended, and web-enhanced/supplemental courses will implement the Accessibility Checklist within two years. Online, blended, and web-enhanced/supplemental courses existing at the beginning of Spring 2014 must be made fully compliant by the beginning of Spring 2016.
   1) The Accessibility Checklist will be the standard for determining compliance.
   2) The Accessibility Checklist is authored and revised by the Distance Learning Committee on a regular review cycle.
   3) A satisfactorily completed Accessibility Checklist will be evidence of course content and activities meeting a minimum standard for certification and will be on file with the Dean/Director.
   4) All new courses will implement the Accessibility Checklist within one semester.
   5) Upon meeting initial compliance, courses will be audited for accessibility compliance according to a determined schedule.
C. Accommodations in online, blended, and web-enhanced/supplemental courses within a term will be met in all courses through collaboration between the Access Office, the faculty member, and other related stakeholders as needed.
   1) Expectations for Students: In order to provide reasonable accommodation of a student's needs, formal notice of that need (i.e. an official letter from the ACCESS Office) should be provided within a reasonable length of time, preferably the first week of the term. Accommodations will not be made retroactively.
   2) Any tools (such as rubrics to respond to student assignments) used in the delivery of the course (not content and materials) may be substituted with alternatives, depending of the nature of an individual student's accommodation.
D. These College services are charged with assisting faculty in the goal of full Accessibility compliance and in making reasonable accommodations within a term.
   1) Access Office
   2) The Office of eLearning & Innovation

3) Academic Excellence Center
4) The Office of Teaching, Learning, & Academic Professional Development
5) Faculty Accessibility Coaches
6) Deans/Directors

E. The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective Date: June 9, 2014

Effective: 06/09/2014

CERTIFIED ELECTRONICALLY

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Certification

03/16/2015

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Date

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