



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3108.1 – ACCESSIBILITY STANDARDS FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) – SECTION 508

The San Diego Community College District will permit qualified students with disabilities to access electronic and information technology in district facilities and on district campuses in compliance with state and federal law. Policy 3108, Accessibility Standards for Electronic and Information Technology, was established pursuant to the Americans with Disabilities Act of 1990 (ADA) and Section 508 of the Rehabilitation Act of 1973.

The purpose of this procedure is to ensure that qualified students with disabilities can participate in and benefit from district services, programs and activities, and to ensure that the district does not discriminate on the basis of disability.

This procedure implements Policy 3108 with regards to electronic and information technology on campus.

The technical standards for Section 508 provide criteria specific to electronic and information technology (EIT) acquisition. The term EIT includes, but is not limited to, computers, software, telecommunications products (telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. It does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

When developing, procuring, or maintaining EIT, the district shall ensure that those products conform to Section 508 standards, unless a 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 the individual with a disability. Purchasers must also pursue effective acquisition strategies for acquiring EIT products that conform to the applicable standards. Standards and other references are listed in Section E.

1. ACQUISITION OF AN EIT CONFORMING PRODUCT

- a. Employee will identify need and general product specifications, including a market research to determine availability of conforming products.
- b. Refer to district hardware and software standards and conforming EIT products; submit purchase requests with a completed 508 EIT Determination form.

- c. For EIT products not on list; search Section 508 website database for “buy accessible” Voluntary Product Accessibility Template (VPAT)
- d. Submit 508 Determination form and supporting documentation and purchase requisition with appropriate signatures through the usual college/CE process.

2. ACQUISITION OF AN EIT PRODUCT THAT IS NOT FULLY CONFORMING

- a. If a fully conforming product is not found, the most conforming product must be purchased.
- b. Or, if the most conforming product does not meet your needs, you must then explain why.
- c. Submit the 508 Determination form with the requestor’s minimum needs and an explanation of the most conforming product. Include information necessary to meet in a timely manner and in an alternate format suitable for the individual with a disability, such as “additional captioning needed upon arrival.”

3. WEB-BASED PRODUCTS OR SUPPLEMENTAL APPLICATIONS OF A TEXTBOOK

- a. Web development or web course content, refer to Section 508 Checklist. Course content will be reviewed by the Chancellor’s Office in the usual accreditation cycle.
- b. Web-based standards include the ability to have standards built into the development process or to be used with assistive technology.
- c. For web standards at SDCCD, refer to the Web principles and standards Procedure 6100.1.
- d. The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 or the Rehabilitation Act of 1973, as amended (29 U.S.C. & 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Materials requested may require additional research to assure accessibility.
- e. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention and if not currently accessible, authorizes permission for SDCCD to make those materials accessible for students with disabilities. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement” (06.11.2001).

4. COMPETITIVE QUOTATIONS AND ADVERTISED BIDS

- a. If the purchase exceeds the mandated bid threshold, it will be subject to advertised, competitive bidding and award by the Board of Trustees as described in the BP 6330. Contact Purchasing Services prior to beginning market research.
- b. If the purchase will be less than the advertised bid threshold, but more than \$ 200.00 the purchase requisition should recommend at least three suitable products or explain why fewer than three products are available to meet the need.

5. REFERENCES FOR 508 SUPPORT MATERIALS

- a. Complete standards are available on the federal Section 508 website, <http://www.section508.gov/>
- b. An explanatory guide is available on the Access Board website, <http://www.access-board.gov/sec508/guide/>
- c. Search Section 508 website database for “buy accessible” Voluntary Product Accessibility Template (VPAT), <http://www.section508.gov>
- d. Section 508 Checklist for web development, <http://www.webaim.org/standards/508/checklist>

Approved by
the Chancellor: October 14, 2010

Supersedes: New Procedure