Federal regulations require equitable access to resources and materials for students who are otherwise qualified to enroll in the course. Furthermore, accessibility must be built into program and course design. Accessibility must result in an educational experience that is equitable to that of students without disabilities.

Applicable legislation includes:

- Section 504 of the Rehabilitation Act (1973) is civil rights legislation ensuring that institutions receiving federal funds (e.g., financial aid for students, funding for research) provide equal access to all services and programs, with or without accommodations. The United States Department of Education, Office of Civil Rights (OCR), governs Section 504.

- Section 508 of the Rehabilitation Act Amendments of 1998 requires that Federal agencies ensure the accessibility of their electronic and information technology, including web-based intranet and internet information and applications. Although Section 508 applies specifically to Federal agencies, it is considered a best practice to comply with Section 508, at minimum.

- The Americans with Disabilities Act, or ADA/ADAAA (1990/2010), prohibits discrimination based on disability. This legislation reinforces Section 504, and adds guidance concerning policies, practices, standards, and effective communication that limit people with disabilities. As a place of public accommodation, LCSC is subject to Title III of the ADA. The United States Department of Justice governs ADA compliance.

**Lewis-Clark State College’s Position on Electronic Information Technology (EIT)**

**LCSC Website Accessibility**

1. LCSC complies with Federal laws regarding campus wide accessibility (the Americans with Disabilities Act of 1990 (ADA), The ADA – Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973.)
2. The College provides access to its programs and services to all qualified individuals.
3. LCSC is committed to full compliance with campus wide web site accessibility for persons who access the web through screen readers, cannot hear audio content, or are unable to use a mouse (U.S. Department of Education, FAQ, May 26, 2011, p. 4). A U.S. Department of Justice Policy Ruling on September 9, 1996 confirmed that the ADA applies to internet web pages.
4. Web sites and web content created by the college will conform to Section 508 standards and to the WCAG 2.0 - Level A guidelines.

**E-Learning Accessibility Standards**

Faculty who need assistance with meeting accommodation requests may contact LCSC’s Disability Services office at Reid Centennial Hall #111 or (208) 792-2211.

1. LCSC complies with Section 508 and endorses conformance with the WCAG 2.0 Guidelines for accessibility of web-based content. Please contact us if you cannot access information on our website.
Campus Accessibility

2. LCSC is working to comply with Federal Law (Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973), and all LCSC faculty and staff who utilize e-learning technologies for teaching and learning will be asked to make their courses and programs accessible for all students.

3. LCSC’s e-Learning Accessibility Standards, based on standards defined by Section 508 and WCAG 2.0 Level A guidelines, apply when developing new online/blended courses, updating materials, references, or documents in existing face-to-face courses, as well as "reviewing and refreshing" existing online/blended courses.

4. Any hardware or software technologies that students will use in any course must be accessible for all students.

Online Courses:

1. Instructors are responsible for complying with ADA guidelines for online course content, with e-Learning Services providing technical support in the implementation of these guidelines as requested.

2. Online course accessibility includes, but is not limited to, saving documents in universal formats (accessibly PDF or rich text); providing text transcripts of audio content, transcripts or captioning of video content, or text-based equivalents to the content being delivered in audio or video format; embedding text descriptions or providing “alt” text for all images used in the content and course management system; not modifying the default font style or colors of the course management system.

3. Meeting accessibility standards in the course management system is facilitated through the use of the Quality Matters-based course template available from e-Learning Services. Guidance in converting an existing course to the template model is available upon request through e-Learning Services.

Library Services Accessibility Standards

1. Students, faculty, and staff with disabilities have access to the LCSC Library resources and services comparable to those extended to all persons eligible to use them.

2. The LCSC Library will actively contribute to facilitating researchers’ independence to take full advantage of the library’s offerings.

3. Unique library services are available to students, faculty, and staff with disabilities. For example, while students with disabilities are expected to achieve the same learning outcomes and conduct the same research as those without disabilities, they may need extended reference service or special provisions in order to do so.

4. Students, faculty, and staff who need extensive assistance identifying and locating research sources should make an appointment with a librarian by emailing library.circdesk@lcsc.edu or calling the library at (208) 792-2396.

5. Online faculty, staff, and students may also meet with librarians via phone, email, or other synchronous tools.
Campus Accessibility

The LCSC Library services for students, faculty, and staff with disabilities include:

● Assistance in completing interlibrary loan and other library request forms.
● Assistance with the library elevator.
● Assistance with Library Guides available online.
● Extended loan periods. With the exception of course reserves, the library will adjust loan periods to accommodate special needs.
● Assistance with printing from library computers, photocopiers, and other library equipment. Library staff will photocopy materials for students with disabilities that prevent use of self-serve machines.
● Orientation with library staff and discussions of specific assistance.
● Borrowing library materials using a proxy card. Students with disabilities who want another person to check materials out for them may apply for a LCSC library Proxy card through the Disability Services office.
● Assistance with book retrieval.
● Assistance with online databases and other electronic resources.

Information Technology Accessibility Standards for Creating and Acquiring Technology

1. Campus wide accessibility must be considered during the process of creating and/or acquiring technology, and in planning how technology will be used (U.S. Department of Education, FAQ, May 26, 2011, p. 5).

2. Consideration of accessibility standards in creating, acquiring, and planning technology is a shared responsibility between the offices of Information Technology, e-Learning, and the Disability Services office. These entities will include accessibility requirements and analyses as part of the acquisition procedures to ensure that most adaptive technology functions well with the college’s other information and technological systems, so that students with disabilities receive the benefits of the educational program in an equitable manner.

3. Timely delivery of accessible technology must also be a part of the planning process (U.S. Department of Education, FAQ, May 26, 2011, p. 4).
References and Tutorials for Creating Accessible Materials (Microsoft)
The Microsoft Company offers several resources to help you make your materials accessible.

Quick References

Make Word Documents Accessible
Make PowerPoint Presentations Accessible
Make Excel Spreadsheets Accessible
Make PDFs Accessible
Use the MS Office Accessibility Checker

Video Tutorials

Make Word Documents Accessible - Total less than 12 minutes
Find and Fix Accessibility Issues in Word - 3:15 minutes
Find Accessibility Issues in PowerPoint - 1:02 minutes
Find and Fix Accessibility Issues in Excel - 2:42 minutes