Policy Number and Title:	100.103 BMCC WEB ACCESSIBILITY POLICY		
Approval Authority:	College President	Date Effective:	December 16, 2016
Responsible Office:	BMCC Department of Technology	Responsible Office Contact:	Director of Technology

1. **Purpose**

   Bay Mills Community College (BMCC) is committed to facilitating access to College instruction, communication, research, and business processes, while enhancing community building for the broadest possible audience. The College strives to employ principles of Universal Design and use the Web Accessibility Technical Guidelines (WATG) and standards in the design, implementation, enhancement, and replacement of Web content and services. All official Web pages within the BMCC Web site shall be made accessible to the widest range of users, including those with sensory, motor and cognitive disabilities

2. **Scope**

   This policy applies to any BMCC College Web sites conducting College business or academic activities. This policy does not apply to Web pages published by students, employees, or non-College organizations that are hosted by the College but are not used to conduct core College business or academic activities.

3. **Exceptions**

   Departments seeking an exception to this policy must submit a written request to the BMCC Department of Technology, detailing why compliance is not feasible and how the Department will make information from its Web pages available to individuals
   with a disability in an equally effective manner.

4. **Complaints**

   BMCC encourages reporting of all non-accessible websites. Complaints regarding accessibility of College Web pages should be directed to the Director of the BMCC Department of Technology at ckasper@bmcc.edu. The Department of Technology is responsible for investigating complaints of non-compliance and remediation of those complaints. Remediation efforts may include removal of the site from the Internet until the Web page is in compliance with this policy.

5. **Web Site Address For This Policy**

   -This policy can be found at: http://www.bmcc.edu/about-bmcc/governance-administration/college-policies.

6. **The Policy**

All new and redesigned College Web pages published after January 1, 2017 must be in compliance with the procedures set forth below, unless granted an exception under paragraph 3 of this policy. College Web pages published before January 1, 2017 must address any areas of non-accessibility to the Director of the BMCC Department of Technology. Voluntary adoption of current technical guidelines provided below is encouraged for all other Web pages not covered by this policy.

7. **Policy Compliance Procedures**

   A. **BMCC will implement the following procedures to ensure that its web pages are accessible to all users:**

   1. **BMCC will identify and adopt technical standards to determine if web content is accessible.**

      1.1. BMCC shall adopt and implement the Drupal-centric version of Principles of Accessible Design, part of the Introduction to Web Accessibility by WebAIM.org. These guidelines meet or exceed the requirements of the: (1) Web Content Accessibility Guidelines (WCAG) established by the Worldwide Web Consortium (W3C); (2) The Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Sections 504 and Section 508); and, (3) many international standards.

   2. **BMCC will designate one or more college employees to implement the web accessible policy.**

      2.1. BMCC designates the Director of Technology to direct college staff in creating accessible content.

      2.2. The Director of Technology shall train representatives of each department who contribute content to the web site to analyze content for accessibility.

   3. **BMCC shall ensure online content developed by third parties is accessible.**

      3.1. BMCC shall join the D8AX Drupal group. This group is responsible for directing developers to create and modify code that provides accessibility.

      3.2. BMCC shall provide feedback to this group when source code is found to be responsible for creating non-accessible content.

      3.3. BMCC shall check future modules that can be added to the college Drupal platform for accessibility as identified as compliant by the D8AX group.

      3.4. BMCC will contract with a consultant or vendor, if needed, to modify the Drupal platform to add accessibility.

   4. **BMCC shall conduct annual training for all staff who modify web pages to assure content is accessible.**

      4.1. The Director of Technology will meet with all content providers, prior to the first day of February, 2017, to train staff in evaluating and creating content that is accessible.

      4.2. BMCC will conduct annual training to content providers during the faculty work week which follows the spring graduation.

4.3. A consultant will be contracted if one is needed.

5. **BMCC shall adopt a schedule to test content for accessibility.**

   5.1. Three weeks prior to the beginning of each registration period, BMCC shall run the Wave Web Accessibility Tool on our site.

   5.2. BMCC shall then identify and correct issues revealed by this tool.

6. **BMCC shall provide a means for the public to report any accessibility issues they find on our web site.**

   6.1. BMCC shall create a sub-site on our web page dedicated to ADA accessibility.

   6.2. BMCC shall insert a link on our main page, near the top, that directs the public to the ADA accessibility page.

   6.3. BMCC shall create a complaint form on this page that is submitted to the director of technology in order to investigate the complaint.

8. Contacts

Office Name	Telephone Number	Email/URL
Director of the BMCC Department of Technology	906-248-8431	ckasper@bmcc.edu