

General Policy - Digital Accessibility

1. Policy:

- a. Bismarck State College shall provide access to programs, services and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.
- b. All Bismarck State College websites, web services, and web applications shall be accessible to and usable by individuals with disabilities as required by law and as described below.
 - i. All new or revised websites, web services, and web applications published, hosted or otherwise provided by Bismarck State College will be in compliance with the World Wide Web standards defined in the Federal Rehabilitation Act Section 508.
 - ii. Upon specific request, information on legacy websites, web services, and web applications is to be made available to any individual needing access to such content, by revision or otherwise.
 - iii. Upon specific request, information on websites, web services, and web applications in archive status (e.g. no longer in use but subject to records retention plans) containing core administrative or academic information, official records, and similar information is to be made available/accessible to any individual needing access to such content, by revision or otherwise.
- c. Each Bismarck State College website must contain an accessible link or a person to contact if users have trouble accessing content within the site. The inclusion of a link or contact person is not, in and of itself, sufficient to comply with this policy.

The following areas are required to comply:

1. Official Websites – official websites (see Definitions section below) including central administrative unit websites and academic unit websites controlled by the college and used for official college business.
2. Teaching – Course sites; course collaboration tools; pages created by students to fulfill academic requirements only if they fall within one or more categories of official website.
3. Research – Research results presented to the public online; sites created for the purpose of conducting research by collecting data from human participants (except for those listed below).

2. Definitions:

For purpose of this policy:

Academic Unit is a school or academic department within the college.

Accessibility Standards refer to official college conventions, norms or requirements intended to provide access to an environment, product, or service, particularly by people with disabilities.

Accessible means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally inclusive manner, with substantially equivalent ease of use.

Alternative Formats means information presented in Braille, in large print, via audio recording, or in an electronic format that can be accessed by people with disabilities. The alternative format must make the same content available and provide an equivalent level of access to the content by people with disabilities that is available to others in the original document.

Central Administrative Unit is a unit that serves the entire college community in an administrative role.

Electronic Content includes, but is not limited to: content that is public facing; websites or web based applications owned or controlled by the college and used in the programs or activities of the college; content that is broadly

disseminated within the college; emergency notifications; formal acknowledgements; and any public educational and training materials.

Electronic and Information Technology (EIT) refers to any information technology, equipment, or interconnected system or subsystem of equipment for which the principal function is the creation, conversion, duplication, automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, reception, or broadcast of data or information. Examples of EIT include Electronic Content, computers, software, databases, learning management systems, and classroom technology and multimedia.

Individual with a disability refers to any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities; or

any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

Qualified individual with a disability refers to an individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

Web Page is a (web) document rendered by a markup language, (e.g., xhtml, html), independent of its transmission protocol (e.g., http) and user agent (browser/reader).

Website is any collection of Web pages residing under a single domain and whose content is centered around a single organizational unit or workgroup, a course, a research or business activity, or an area of academic content.

Website Redesign is any phase during the development or maintenance of a website in which significant alteration or update is made to the visual design, institutional branding, information architecture, or technical functionality of the site. Minor content updates are not considered website redesign projects.

3. Exceptions

Where conformance with this policy is not possible, or would impose an undue financial or administrative burden, the appropriate Chief Information Officer (CIO) may grant an exception in writing, explaining with specificity the reasons why compliance is not possible.

4. Additional Information

Resource and Support:

Bismarck State College Teaching and Learning Center

National Energy Center of Excellence Room 123

701-224-5791

bsc.tlc@bismarckstate.edu

Bismarck State College Student Accessibility Services

Jack Science Center 312

701-224-5671

bsc.accessibility@bismarckstate.edu

Other Campus Resources:

Bismarck State College Computer Help Desk

Schafer Hall 129

701-224-5442

bsc.helpdesk@bismarckstate.edu

Bismarck State College Distance Learning

National Energy Center of Excellence 346

701-224-5715

bsc.distlearn@bismarckstate.edu

Bismarck State College Academic Support

Jack Science Center

Sykes Student Success Center – Tutoring Room 022

701-224-5671

Students are also encouraged to contact their faculty for additional assistance with accessing course materials.

A directory of contact information can be found online at:

<https://bismarckstate.edu/about/staff/>

5. Contact Information

Bismarck State College Chief Information Officer

Carol Flaa

Schafer Hall Room 129G

701-224-5519,

carol.flaa@bismarckstate.edu

History of This Policy:

First policy draft reviewed by the Operations Council September 9, 2020 and approved by the Executive Council on September 17, 2020.