

OWENS COMMUNITY COLLEGE
PROCEDURES

Online Learning Management System Accessibility Procedures

Board Policy No.: 3358:11-2-62

PROCEDURES:

1. The application of the federal Section 508 Standards to the College's learning management system (LMS) is to provide students with disabilities access to online course content and instructional materials that is comparable to online instructional content provided to a student without a disability, unless an undue burden would be imposed on the college. The procedures to implement the Online Learning Management System Accessibility Policy are herewith and incorporate the federal *Section 508 Standards for Electronic and Information Technology* and the *World Wide Web Consortium's Web Content Accessibility Guidelines, 2.0 and 2.1*.
2. In accordance with the policy, a new or re-developed course housed in the online LMS must meet Section 508 standards for electronic and information technology.
3. A previously existing course housed in the LMS must attain Section 508 standards for electronic and information technology by the start of the following fall semester 2023.
4. A publisher or a third-party content provider is required to provide content meeting section 508 standards. A publisher or a third-party content provider, whose content can be accessed from the LMS, must provide a Voluntary Product Accessibility Template (VPAT) to the College's Disability Resource Center.
5. The Disability Resource Center will assist a student who is approved for an accommodation or an auxiliary aid. The instructor will receive a notification with a reminder that all content on the LMS must be accessible.
6. The e-Learning Office will provide services and resources in support of the LMS. An instructor utilizing the online LMS will participate in LMS Accessibility Certification Training provided by the e-Learning Office.
7. A LMS Content Accessibility Checklist will be embedded into the course housed on the LMS.
8. An instructor using the LMS will be provided easy access to data estimating the accessibility level of the online course.
9. A student with a documented disability who cannot access instructional content on the LMS should report it to the instructor. The instructor must provide an acceptable alternative to the content. The instructor may choose to contact the e-Learning Office for assistance in developing an accessible solution.

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10. The LMS Accessibility Complaint Process will be posted within the LMS with a Disability Resources Center contact link for use by students with documented disabilities who are unable to access course content due to their disability.

Effective Date: April 25, 2021