

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

<b>Title:</b> <b>AMERICANS WITH DISABILITIES ACT DISTRICT WEBSITE AND WEBPAGES ACCESSIBILITY</b>	<b>Number:</b> <b>AP 2.22</b>
<b>Legal Authority:</b> <b>Sections 504 &amp; 508, Rehabilitation Act of 1973 (29 U.S.C § 701 et seq.); Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.); Title 5 California Code of Regulations Sections 53000 et seq. and Sections 59300 et seq.</b>	

**A. Delegation of Authority**

The Chancellor delegates the administration and day-to-day implementation and monitoring of accessibility of the District's website and webpages therein to the Chief Technology Officer, who is under the supervision of the Vice Chancellor of Finance & Administration.

**B. Plan for New Content regarding the District's Website and Webpages**

Information Technology Services, under the supervision of the Chief Technology Officer, will ensure that all new, newly-added, or modified online content and functionality will be accessible to people with disabilities as measured by conformance to the Benchmarks for Measuring Accessibility, as set forth below, except where doing so would impose a fundamental alteration or undue burden.

As stated in BP 2.22, the accessibility of online content and functionality will be measured by conformance to the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content. This Plan for New Content shall include sufficient quality assurance procedures, backed by adequate personnel and financial resources, for full implementation. This also applies to the District's online content and functionality developed by, maintained by, or offered through a third-party vendor or through the use of open sources. The District will periodically audit (all content and functionality of the District's newly created website and webpages, including, but not limited to, the home page, all subordinate pages, to identify any online content or functionality that is inaccessible to persons with disabilities, including online content and functionality developed by, maintained by, or offered through a third-party vendor or an open source.

**C. Undue Burden and Fundamental Alteration**

For any technology-related requirement for which the District asserts an undue burden or fundamental alteration, such assertion may only be made by the Chancellor or an individual designated by the Chancellor and who has budgetary authority after considering all resources available for use in the funding and operation of the service, program, or activity. If such a determination is made, the Chancellor or his/her designee with budgetary authority will describe how it will provide equally effective alternate access, i.e., other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits or services provided by the District as their nondisabled peers.

**D. Notice**

9/27/18

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The District shall post a Notice on its website (on its home page and throughout the website, including all subordinate pages and intranet pages and sites), to persons with disabilities regarding how to request the webmaster or other appropriate person to provide access to online information or functionality that is currently inaccessible. The Notice will also include information or an accessible link to information instructing people how to file more formal grievances with the District under Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.

**E. Training**

The District (under supervision of the Information Technology Services), will deliver annual website accessibility training to all appropriate personnel, including, but not limited to: content developers, webmasters, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality. Training shall be continued on a schedule designed to maintain website accessibility consistent with, or superior to, that which is required under federal law.