ACCESSIBLE MEDIA

It is the District’s intent that individuals with disabilities have equal access to not only classes and programs operated by the District, but materials and resources utilized in the implementation and delivery of those classes and programs. This Administrative Procedure provides college employees with guidance in the preparation of materials and informs students and community members with disabilities as to how they may gain access to accessible materials.

1. Access to print materials in alternative formats
   Students with disabilities attending College of the Sequoias are able to receive instructional materials and District developed materials in alternative formats to assist them in achieving academic, cultural and social success. Alternative formats include audio (books on tape, CD or MP3), Braille, electronic text, large print or tactile graphics (raised lines representing graphics or diagrams of pictures). In addition, members of the community who possess a disability may request COS published materials in alternative formats.

   Students with disabilities must provide the Disability Resource Center (DRC) documentation verifying a disability that limits one or more major life activities and which imposes an educational limitation. If this limitation impacts their access to media (print, visual, audio) related to college classes, programs or other services and activities, reasonable accommodation will be provided as discussed in the preceding paragraph. Students must make their alternate media request to the DRC as soon as they are aware of a need to ensure timely preparation and delivery of their accessible media. Faculty can assist in this process by including a statement in their syllabi advising students with disabilities to contact the Disability Resource Center (DRC) to request services. (See item 4 below)

   If an instructor provides instructional materials which no alternate media is made available, the student may seek accommodation by contacting the Section 508 Compliance Officer or the Disability Resource Center for assistance.

   Community members who have a disability may contact the District or Disability Resource Center to request material in alternative formats. These requests must be made 10 working days prior to the event to ensure timely preparation and delivery of the requested materials.

2. Electronic and information technology accessibility
   All materials, instructional and non-instructional must meet the standards of Section 508 (electronic) and Section 504 (print) of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR
Part 1194 and be accessible to individuals with disabilities upon request. This includes: (1) products such as telecommunications, video and multimedia, and desktop and portable computers; (2) assistive software; and (3) informational presentations such as web pages and Power Point presentations. This includes faculty-authored instructional materials. Faculty and staff may obtain assistance from several individuals and departments on campus, including Instructional Media Services, Disability Resource Center, and the Distance Education Coordinator. See the “Frequently Asked Questions” under the Accessible Media link on the COS homepage.

Furthermore, Section 508, which governs federal agencies (see 29 U.S.C., §794d; 36 C.F.R. §1194.1) is made applicable to California governmental entities through Government Code §11135. That section specifically required that electronic and information technology be made accessible to disabled persons in a manner that is comparable to the access enjoyed by non-disabled persons, unless it would impose an undue burden to do so.

When purchasing videos, the following options are available:
   a. Purchasing video materials that are already captioned. Videos are marked “CC” for closed captioned on the case.
   b. Obtaining copyright permission to caption and captioning a legally-obtained video currently in inventory. Staff from Instructional Media Services (IMS) can provide assistance on the processes necessary to obtain permission to caption videos.
   c. Obtaining loan of a captioned video. See http://lesley.edu/library/guides/research/media.html or http://www.dcmp.org or consult with the Learning Resource Center or Disability Resource Center for additional resources.
   d. Provide alternate selection of materials. Contact a Librarian in the LRC or the Distance Education Coordinator for assistance.

In addition, Edustream is a free service sponsored by the California Community College Chancellor’s Office to help you locate and use a wide variety of licensed, accessible video clips. Contact your Edustream Site Administrator (Distance Education Coordinator) for user account information.

Online instructors must provide accessible content in their online courses. Every individual’s web page hosted by the college’s web page shall meet at a minimum the Section 508 Accessibility Provisions (see item 3 below). Upon request from the individual faculty member, the Distance Education Coordinator, in collaboration with the Disability Resource Center, will conduct an accessibility check based on Section 508 requirements. Accessibility training will be offered. If inaccessible content is identified, faculty may consult with the Instructional Media Services Department, the Disability Resource Center or the Distance Education Coordinator for assistance on how to prepare accessible content.
Closed captioning of all television broadcasts and video taped distance education course materials shall be provided to persons with hearing disabilities.

Podcasts must also be made accessible to students with disabilities upon request. Audio podcasts must have a text transcript, while video podcasts must have captioning. These accessible elements must be in place before uploading. If assistance is needed, contact the Instructional Media Center.

3. **Web site accessibility**

The District and its components, in their development, management and maintenance of a comprehensive District-wide web site, shall comply with pertinent college policies and federal and state laws including copyright, license and accessibility laws and electronic communication policies as well as definitions of page types, official college information, content and style guide requirements and limitations, and responsibilities and processes for the development, management and maintenance of District web pages. Information and applications available through www.cos.edu and related web pages should provide ease of navigation, universal access, accuracy and currency of information.

The District’s website shall, at minimum, meet provisions set forth in Section 508 of the Rehabilitation Act (1194.22). The COS web site and its related components will be reviewed and monitored for accessibility by the District’s Section 508 Compliance Officer, Webmaster and/or Web Oversight Committee. Software is available to evaluate and repair web content for accessibility. Training will be through the Web Oversight Committee. See the Website Accessibility pages under the Accessible Media link on the COS homepage for more information.

College of the Sequoias provides www.cos.edu for communication and access to services. The web provides a more efficient and effective source of information about the college’s programs, services, faculty and staff. All District employees and everyone associated with the college who access www.cos.edu and its related sites have the responsibility to use these resources in a professional, ethical and lawful manner.

4. **District publications, including brochures, handbooks, syllabi, phone directories, etc.**

All District publications, brochures, handbooks, syllabi, phone directories, etc., intended to convey information regarding courses, programs, or general information to students or members of the public, shall be made available in alternate formats such as Braille, large print, or audio. All such printed material shall include the following statement:

**ALTERNATIVE FORMATS**

This publication can be made available in an alternative format. Please contact the Disability Resource Center (559)730-3805.
All District posters, flyers, etc., intended to convey information regarding one-time only concerts, lectures, discussions, etc., to students or members of the public shall include the following statement:

*Public Notice – Nondiscrimination*

*College of the Sequoias does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color, or disabilities in any of its programs or activities. College of the Sequoias is committed to providing reasonable accommodation for persons with disabilities. Requests for accommodations should be made 10 working days before this advertised program.*

All District publications containing one or more telephone numbers shall include the videophone number (559) 302-9976 for access for people with deafness.

5. **Development, procurement, maintenance or use of electronic and information technology**
   The purchase of products available for use by students shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall verify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

“The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the College of the Sequoias from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.”

Questions regarding compliance with this Administrative Procedure should be directed to the Disability Resource Center or the Alternate Media Specialist. The A.D.A. Coordinator, in consultation with the DRC Coordinator and along with the division chairs and faculty, will document the reasons that requests for accommodations are not granted--either because they would cause changes in the course or program or would
cause an undue burden for the District. Violations of this Administrative Procedure will be addressed by that instructor’s Dean who will ensure that assistance is provided to remedy the accessibility issue. A repository of all documented requests for accommodations not granted will be held in the A.D.A. Coordinator’s office.

References:
1. Section 508 of the Rehabilitation Act of 1973
2. Section 504 of the Rehabilitation Act of 1973
3. Americans with Disabilities Act of 1990
4. California Government Code: Section 11135
5. Legal Opinion M 03-09
7. Distance Education: Access Guidelines for Students with Disabilities
8. COS Resource Guide for Providing Accessible Instructional Materials

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