OKLAHOMA CITY COMMUNITY COLLEGE

TITLE: ADMINISTRATIVE PROCEDURE NO. 3063

INTERNET/INTRANET ACCESSIBILITY STANDARDS

The following guidelines were obtained from the U.S. Department of Education's Procedure to Meet Accessibility Standards.

A. Specific Functional Requirements

All web pages and corresponding software must adhere to the following accessibility standards in conjunction with section 508 of the Americans with Disabilities Act.

1. Sufficient information about a user interface element (menus, image maps, Java Script, form fields, etc.) including the identity (i.e. text boxes, check boxes), operation and state of the element (i.e. required) shall be available to assistive technology. When an image represents a program element (i.e. icon, buttons), the information conveyed by the image must also be available in text (i.e. alt tags).
2. Bitmap images are used to identify controls (buttons), status indicators (text path at bottom of screen) other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.
3. Applications shall not override user selected contrast and color selections and other individual display attributes.
4. When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user. Animation is highly discouraged. Software shall not use flashing or blinking text, objects or other elements. Flashing animation cannot be used because this can trigger seizures.
5. Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
6. When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.
7. When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including directions and cues.

B. Web-based Intranet and Internet Information and Applications

1. A text equivalent for every non-text element (i.e. images, frames) shall be provided (e.g., via "alt," "longdesc," or in element content).
2. Captions for any multimedia presentations shall be synchronized with the presentation.
3. Documents shall be organized so they are readable without requiring an associated style sheet.
4. Duplicate text links shall be provided elsewhere for each active region of a server-side image map.
5. Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
6. Row and column headers shall be identified for data tables. Tags shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers. Frames shall be titled with text that facilitates frame identification and navigations. Use of frames is highly discouraged.
7. When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology (i.e. using the keyboard to tab through the links in order).
8. When a web page requires an applet, plug-in, or any other application present on the client system to interpret page content, the page must provide to a plug-in or applet link (to download on the client's computer) that complies with the requirements for software applications and operating systems listed above.
9. When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
10. A method shall be provided that permits users to skip repetitive navigation links.
11. When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

C. Training

The office of Marketing and Public Relations will coordinate the training and resources needed to ensure web pages meet accessibility guidelines for non-academic and division pages. The office of Instruction Technology and Online Learning will coordinate the training and resources needed for faculty to ensure their pages meet accessibility guidelines.

D. Implementation

The Web Advisory Committee will form a sub-committee with representatives from across campus to build a timeline for implementation to meet the accessibility standards. Implementation progress will be reported monthly and made available on the employee home page.

Effective Date: May 12, 2003