SECTION 508 STANDARDS
for Electronic & Information Technology

It is the policy (BP 6340) of Gavilan College to provide access to District programs and services to individuals with disabilities to the fullest reasonable extent possible, as guaranteed by Section 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. See AP 6360, AP 6365 for reference.

Gavilan College recognizes that access has two distinct areas: access to technology and access to programs and courses.

I. Access to Technology includes:
   a. procurement of Electronic and Information Technology,
   b. accessible Computer Stations, and
   c. access to Campus Web-Sites.

II. Access to programs and courses includes:
   a. providing access to Web Enhanced Instruction,
   b. providing access to all Informational or Instructional Video Media, and
   c. providing access with Alternate Media Formats.

In order for Gavilan College to meet and exceed its responsibility, the following procedures set forth minimum standards for accessibility.

I. Access to Electronic and Information Technology

Access to technology and electronic information is comprised of three facets; (a) the purchase of products and services, (b) assistive software, and (c) accessibility of web pages.

a. Every product that we purchase has to meet 508 standards and/or has the capability to use assistive software and hardware. Product examples include: software applications, telecommunications, videos, multimedia, self-contained closed products (e.g. ATMs, copiers, information kiosks, fax machines), and desktop and portable computer.

b. Student computer labs with more than ten stations shall have a minimum of 10% immediately accessible stations for students with disabilities. Computer labs with less than 10 stations will have at least one accessible station.

c. The College's home web page and every individual web page hosted by the college's web site shall follow the Section 508 web standards.

II. Access to Programs and Courses

a. Web-Enhanced Instruction

Access to web-enhanced programs and courses includes: distance learning courses and informational presentations such as Powerpoint, streaming video and multimedia resources.

b. Video Captioning

All instructional and informational video media must be closed captioned. For example, closed captioning of all television broadcasts and video taped distance education course materials shall be provided to persons with hearing disabilities. In order to comply with this law, all videotapes purchased through Gavilan must be in a captioned format. See Video Ordering Procedures (PDF).

c. Alternate Media

Alternate Media provides the production of alternate print materials for students with verifiable print disabilities. Alternate formats include but are not limited to: Braille, electronic text, audio recording, large print, tactile graphics and captioning. See Alternate Media Guidelines.

III. Section 508 Implementation Plan

A. Procurement Procedures-Electronic & Information Technology (EIT)
EIT equipment (includes, but not limited to printers, fax machines and copiers) and contracted services need to be accessible and usable to all individuals with disabilities.

1. Please follow the current procedures for Gavilan College when requesting EIT equipment such as copiers, fax machines and other office equipment and services. The purchasing agent will ensure that the equipment/service meets with the 508 standards.

B. Campus Web-Sites

Section 508 standards require accessibility of web pages. See Chancellor's Office legal opinion. Gavilan College web standards support the principle of "Universal Design" which promotes a high degree of usability for people with visual, hearing, physical, language and cognitive disabilities. Gavilan College follows the 508 web standards.

1. Evaluate your sites for web accessibility using either online sources or programs available in the Staff Resource Center or the High Tech Center.

2. For step by step instructions, follow the guidelines on the Accessibility Guidelines website: http://www.gavilan.edu/droc/access.html

C. Web Enhanced Instruction

1. New Online Course Requirements
   a. Complete the Course Curriculum Form D
   b. Complete the Distance Learning Course Accessibility Checklist #7
   c. Meet with the Distance Education Coordinator
   d. Submit Forms to Curriculum Committee for approval

2. Existing Course Web Sites
   a. Evaluate your sites for web accessibility using either online sources or programs available in the Teaching and Learning Center or the High Tech Center.
   b. For step by step instructions, follow the guidelines on the Accessibility Guidelines website: http://www.gavilan.edu/droc/access.html

D. Alternate Media

Alternate Media provides the production of alternate print materials. Alternate formats include but are not limited to: Braille, electronic text, audio recording, large print, tactile graphics and captioning. See the Alternate Media Production Guidelines.

1. All District publications, brochures, handbooks, syllabi, phone directories etc. intended to convey information regarding courses, programs, or general information to students, staff or members of the public shall be made available in alternate formats. All such printed materials shall include the following statement: "Information is available in alternate media upon request at (408) 848-4865."

All college information or academic materials are available in alternate media upon request at (408) 848-4865. For more DRC information, call 408-848-4865 or TTY at 408-846-4924.

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