



Board of Trustees Policy

SUBJECT	Electronic and Information Technology (EIT) Accessibility Policy
NUMBER	2.40 and 5.12
DATE	January 12, 2026
RESOLUTION #	26-010
SUPERSEDES	N/A

Purpose

SUNY Schenectady County Community College (“SUNY Schenectady” or the “College”) is committed to ensuring equitable and integrated access to all of its programs, services, and activities for everyone. This is in accordance with Title II of the Americans with Disabilities Act (“ADA”) and Section 504 of the Rehabilitation Act which require that all digital programs, services, and activities offered by the College be accessible to individuals with disabilities. This includes ensuring that electronic and digital content, communications, and technologies are accessible and usable by all individuals, including students, employees, and members of the public with disabilities. This policy establishes standards for Electronic and Information Technology (“EIT”) accessibility in compliance with applicable local, state and federal regulations and laws.

Policy

In accordance with the College’s mission, applicable laws, and the SUNY Electronic & Information Technology (EIT) Accessibility Policy (“SUNY EIT Policy”) adopted by the State University of New York (“SUNY”) Trustees in June 2019, all administrators, faculty, and staff are responsible for ensuring equal and integrated access to electronic and information technologies developed, procured, and utilized by the College. This includes, but is not limited to, content used for educational purposes (e.g., PDFs, online lessons, digital textbooks, online learning platforms, etc.), inter- and intra-office communications, forms, reports, and any other form of EIT required by law to be accessible.

Definitions

The following definitions are used in this Policy and the SUNY EIT Policy:

Accessible: In the case of a program or activity, readily usable by a particular individual, with or without alternate formats; in the case of the web and electronic resources, accessible with or without the use of assistive technology.

Alternate formats: Refers to alternatives to standard print. Information presented in an accessible format (e.g., electronic, audio, large print, Braille).

Assistive technology: Any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Classroom Accessibility Standards: A summary listing of all pertinent building code and classroom technology system features that should be included when constructing/renovating classrooms. These features draw heavily from the 2010 ADA building standards on federal and state property.

Digital Content Accessibility Standards: In addition to the WEB Accessibility Standards (“WAS”), requirements and recommendations touch on documents, multimedia, and quality course-building that is inclusive of accessibility.

Electronic and Information Technologies (EIT): Information technology and any equipment of interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. EIT includes, but is not limited to, information resources, such as the internet and intranet websites, content delivered in digital form, search engines and databases, learning management systems, classroom technologies, web, computer, and mobile-based applications allowing for interaction between software and users; and services employing information technology and telecommunications equipment.

EIT Accessibility: The practice of sustaining electronic and information technology environments that enable individuals to acquire information, engage in interactions, and enjoy services regardless of whether or not they have a disability. Examples include closed captions on videos, text descriptions for website images (alt text), and text-renderable (searchable) documents.

Library Accessibility Standards: Accessibility best practices and guidance as it pertains to critical library functions including services, collections, physical, and digital environments.

Procurement Accessibility Conformance Standards: Checklist for including accessibility as a requirement within the purchasing process for electronic information and technologies.

Web Accessibility Standards: Baseline requirements for compliance with the international web accessibility guidelines (Web Content Accessibility Guidelines – WCAG)

Procedures

1. Standards & EIT Accessibility Plan:

In accordance with the SUNY EIT Policy, the College will utilize the Standards outlined within the May 2019 SUNY Electronic and Information Technology Accessibility Committee Final Report and Recommendations. These Standards address the following areas:

- Web Accessibility Standards (WAS)

- Digital Content Accessibility Standards (DCAS)
- Classroom Accessibility Standards (CAS)
- Library Accessibility Guidelines (LAG)
- Procurement Accessibility Conformance Standards (PACS)

The College will maintain a SUNY Schenectady Electronic Information Technology Accessibility Plan (“EIT Accessibility Plan”) encompassing each of the Standards. As part of the College’s efforts to promote inclusive access, including individuals with disabilities, the EIT Accessibility Plan will be regularly updated to reflect new developments and monitored on an ongoing basis with regular reporting on progress and issues to SUNY, as required.

2. EIT Accessibility Officer and Committee:

In accordance with the SUNY EIT Policy, SUNY Schenectady has appointed an EIT Accessibility Officer and EIT Accessibility Committee with their responsibilities reflecting the SUNY Policy and the SUNY EIT Final Report and Recommendations. The authority and accountability structure will be outlined in the SUNY Schenectady EIT Accessibility Plan.

The College’s EIT Accessibility Plan shall include exception procedures to provide equally effective alternate access to non-conforming electronic and information technologies and will develop priorities for bringing existing legacy EIT into conformance. In cases in which conformance to the Standards is not technically feasible or may represent an undue burden to the college, the reasons for exceptions under the law shall be reviewed by the EIT Accessibility Officer and, if necessary, legal counsel.