



DIGITAL ACCESSIBILITY

General

Policy Number: 1130

1.0 PURPOSE

Columbia Basin College (“CBC” or the “College”) is committed to meeting or exceeding accessibility standards and our legal obligations in accordance with federal and state laws including the Americans with Disabilities Act of 1990 (“ADA”), and the Amendments Act of 2008, and Section 504 & 508 of the Rehabilitation Act of 1973, as amended, Web Content Accessibility Guidelines (“WCAG 2.2”), RCW 28B.10.912, Students with Disabilities and Title 49.60 RCW, Washington Law Against Discrimination, and any future mandates related to providing equal access to individuals with disabilities. The College will ensure equal access to information and technology to all students, faculty, staff, and members of the public with disabilities.

The Digital Accessibility Policy ensures technology is accessible to individuals with disabilities, meeting the WCAG 2.2 Level AA Digital Accessibility Standard, explained more in section 4.0 of this policy. Covered technology includes acquired, procured, developed, modified, or free resources.

The College must provide effective communication, reasonable accommodations, and equal opportunities. The College will ensure that resources about digital accessibility best practices are provided to all employees using the College’s intranet.

2.0 AUTHORITY & SCOPE

- 2.1 Authority:** Americans with Disabilities Act of 1990 (“ADA”), Sections 504 & 508 of the Rehabilitation Act of 1973, as amended, WCAG 2.2, RCW 28B.10.912, RCW 49.60, and Washington Law Against Discrimination.
- 2.2 Scope:** All individuals or groups of individuals responsible for the creation and/or publication of publicly-accessible information, instructional materials, or other instances where information technology is deployed and/or electronic content published at Columbia Basin College.

This policy applies to the procurement and use of all publicly-accessible and student-facing digital tools, technologies, and services, including but not limited to:

- 2.2.1 Websites, web applications, and online platforms
- 2.2.2 Software and Learning Management Systems (LMS)
- 2.2.3 Hardware with digital interfaces (e.g., kiosks, interactive displays)
- 2.2.4 Electronic documents, multimedia, and digital course materials
- 2.2.5 Third-party vendors providing digital content or services.

- 2.3 Exceptions apply to archived or legacy content and individualized documents. Non-compliant technology must offer equivalent access. All tools necessary for job performance or public access must be accessible.

3.0 DEFINITIONS

- 3.1 Accessible: For purposes of this policy, “accessible” means making web content usable by people with a wide range of disabilities, including visual, auditory, cognitive, physical, and neurological disabilities. (WCAG 2.2)
- 3.2 Accessibility Coordinator: An SBCTC IT Accessibility Coordinator is a designated individual at each Washington State Community and Technical College (SBCTC) who is responsible for overseeing and promoting accessibility of technology and digital content. At CBC, this role is assigned to the Director for Technology Services, in consultation with Disability Support Services.
- 3.3 Assistive Technologies: Assistive technology (AT) encompasses any device, software, or service used to help individuals with disabilities increase, maintain, or improve their functional capabilities. (Assistive Technology Industry Association)
- 3.4 Content creators: In the context of digital accessibility, a content creator is anyone writing, creating, and/or publishing content online, including text, PDFs, images, videos, and audio files. (Bowdoin College)
- 3.5 Instructional Materials and Content: Resources and tools used in educational lessons, including, but not limited to, textbooks, content in learning management systems, computer software, DVDs, CD-ROMs, online publisher materials, handouts, worksheets, slide presentations, assessments, videos, PDFs, Word documents, linked web pages or any other means of conveying information to the student or otherwise contributing to the learning process through electronic means, whether fully copyrighted or an open resource.
- 3.6 Usability: Refers to how easily, effectively, and efficiently users can use a product or system to achieve their goals, and how satisfied they are with the experience.

4.0 ACCESSIBILITY STANDARD

- 4.1 The minimum level of accessibility compliance for covered technology is Level AA compliance with Web Content Accessibility Guidelines (WCAG) 2.2, including the guidelines associated with these principles:
- 4.1.1 Perceivable: Information and user interface components must be presentable to users in ways they can comprehend.
 - 4.1.2 Operable: User interface components and navigation must be operable.
 - 4.1.3 Understandable: Information and the operation of user interface must be understandable.
 - 4.1.4 Robust: Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
- 4.2 WCAG 2.2 AA provides success criteria for measuring web accessibility and provides principles and useful metrics for products and services that are not specifically web based.
- 4.3 Effective April 26, 2026, in Washington State the minimum level of compliance for accessibility is Level AA compliance with WCAG 2.2.

5.0 REPORTING ACCESSIBILITY ISSUES

- 5.1 Anyone who encounters a digital accessibility issue is welcome to report it via the form entitled “[Have an Accessibility Concern?](#)” and accessible on CBC’s “[Report It](#)” webpage.

6.0 ACCESSIBILITY VALIDATION PROCESS

6.1 Software, Applications & Third-Party Vendors

- 6.1.1 Software and applications to be used at CBC must be approved by Technology Services who will ensure that applicable compliance review documentation (such as a Vendor Product Accessibility Template, third-party accessibility validation report, or other appropriate documentation) for student-facing software has been filed and is for the current WCAG standard.
- 6.1.2 In the event that a software or application does not meet these accessibility standards but there is not a viable alternative to the software or application, an exception may be granted if approved by Cabinet. To initiate this process, contact Technology Services.

6.2 Employee-created Content

- 6.2.1 Employees are responsible for ensuring their content meets WCAG 2.2 standards. TS & Ed. Tech will maintain a current list of acceptable accessibility evaluation tools that can be used to ensure compliance, found on [Access Central](#).

7.0 TRAINING

- 7.1 The College will monitor and/or periodically evaluate digital content to ensure that digital accessibility standards with WCAG 2.2 are observed and ensure necessary training is available and non-compliant content is remediated.
- 7.2 The College will maintain information and training materials about digital accessibility best practices and procedures through Teaching & Learning Center for Excellence’s [Access Central](#) intranet site.

8.0 FORMS & OTHER RESOURCES

- 8.1 [Disability Support Services](#)
- 8.2 [Technology Services](#)
- 8.3 [“Have an Accessibility Concern?” form](#)
- 8.4 [Educational Technology](#)
- 8.5 [Teaching & Learning Center for Excellence](#)
- 8.6 [WCAG 2.2](#)
- 8.7 [Access Central](#)

9.0 HISTORY & POLICY CONTACT

- 9.1 **Originated:** February 2026
- 9.2 **Revised:** N/A
- 9.3 **Policy Review:** N/A
- 9.4 **Promulgation Date:** February 2026
- 9.5 **Responsible Administrator:** Vice President for Human Resources and Legal Affairs