

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION
PROCEDURE**

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PROCEDURE TITLE: WEB AND DIGITAL CONTENT ACCESSIBILITY

POLICY REFERENCE

NUMBER: 4-4-104

**DIVISION OF
RESPONSIBILITY:** ACADEMICS, STUDENT AFFAIRS, & RESEARCH

DATE APPROVED: May 14, 2026

DATE OF REVISION: April 22, 2026

I. Purpose

The South Carolina Technical College System is committed to ensuring equitable access to its Web-based and other digital content in accordance with State and Federal legal requirements. All SCTCS college and System Office websites, and digital content such as Mobile Applications, Web-based Applications and Electronic Documents, shall be designed to be accessible so that people with disabilities have access to online information, data, and services comparable to that accorded to individuals who do not have disabilities. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act require public entities such as colleges to ensure their programs, services, and activities, to include those offered online and through Mobile Applications, are accessible to people with disabilities; Section 508 of the Rehabilitation Act of 1973 authorizes technical standards for web and digital content accessibility.

SCTCS colleges and System Office staff designing Web-based and digital content for public use should consider accessibility during development. Newly developed and revised Web-based and digital content shall be compliant with Web Content Accessibility Guidelines (WCAG) or similar updated standards as required by federal regulation.

II. Definitions

- A. "Accessible" refers to information or technology that, at a minimum, affords a person with a disability the opportunity to acquire the same information, engage in the same interactions, and enjoy the same programs and activities as a person without a disability in an Equally Effective and equally integrated manner, with substantially equivalent ease of use.

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- B. An “Electronic Document” is any file that is posted or distributed through a webpage or distributed electronically (e.g., via Mobile Application, e-mail, student information system, or course management software). These files usually are created, edited and viewed with such software as word processors, spreadsheets, presentations/slideshows and portable document format (PDF). Common examples of software used to create such files include but are not limited to Microsoft Office, Apple iWork and Adobe products.
- C. "Equally Effective" with respect to electronic and information technology, means access to an alternative format, medium, or other aid that timely and accurately communicates the same content as does the original format or medium, and which is appropriate to an individual's disability.
- D. “Mobile Applications” are software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets.
- E. “Persons with Disabilities” means a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- F. “Web-based Applications” are applications usually provided by third-party contracted services. Web-based applications are any service that is provided online, but not specifically in a web page format. Examples include but are not limited learning management systems and student portals.

III. Applicability

This policy applies to all Web-based and digital content that is acquired, developed, distributed, used, purchased, or implemented by or for any SCTCS colleges and the System Office and used to provide programs, services, or activities through websites, Internet-based applications, or Intranet-based applications therein, unless they meet the criteria for exemptions in accordance with applicable federal regulation.

Specifically, this procedure shall apply to:

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- A. Web pages and associated Web-based Applications
 - B. Any Electronic Documents created or obtained and disseminated through Web-based or other electronic resources.
 - C. Any multimedia created or obtained and disseminated through Web-based or other electronic resources.
 - D. Digital content delivered across web browsers and Mobile Applications such as iOS and Android.
 - E. Any third party digital and electronic applications purchased, licensed, or adopted to deliver instruction or conduct business.
- IV. Resources & Monitoring
- A. Colleges will maintain an accessibility statement and public feedback mechanism on all web pages and Mobile Applications for users having trouble accessing information to report that inaccessibility..
 - B. When users issue a formal accommodation request to make Web-based content or Electronic Documents accessible, SCTCS colleges or System Office staff shall make these changes in a reasonably timely manner or provide an Equally Effective alternative.
 - C. It is recommended that colleges use the web accessibility resource guide available at <https://www.sctechsystem.edu/faculty-and-staff/web-accessibility-resource-guide.html>
 - D. The System Office may periodically audit randomly selected colleges for web accessibility compliance.