Administrative Policy

Southwest Wisconsin TECHNICAL COLLEGE

Item	*Details*
Policy Title:	Digital Accessibility Policy
Policy Category:	Ethical, Legal & Compliance
Related Procedure(s)/ Guideline(s):	Web Content Accessibility Guidelines (WCAG) 2.1, Title II of the Americans with Disabilities Act
Policy Owner:	Chief Human Resources Officer & Chief Student Services Officer
Date Approved:	10/21/25
Review Dates:	
Revision Dates:	
Policy Scope:	This policy applies to all potential and current students, potential and current employees, and the public.
Policy Statement:	Southwest Wisconsin Technical College (Southwest Tech) is committed to ensuring that all members of its community, regardless of disability, have equitable access to the educational programs and courses, services, facilities, digital spaces, and activities offered by the College. Southwest Tech is committed to accessibility and complying with all applicable federal and state laws, including Section 504, the ADA, and Section 508. To support this commitment, the College requires all digital assets to meet the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA at minimum. College faculty and staff who use, create, purchase or maintain information technology and/or digital content for College programs, services and activities are responsible for making it accessible in accordance with the federal and state standards listed above. When full compliance is not technically feasible or would fundamentally alter a service, the College will provide an equally effective alternative. This policy applies to all digital assets covered under Title II of the Americans with Disabilities Act and related accessibility

	laws. Covered assets include, but are not limited to: • College websites and online portals • Learning management systems (LMS) and online course content • Digital documents and PDFs • Multimedia and video content (including captions, transcripts, and audio descriptions where applicable) • Software, applications, and digital tools procured or provided by the College • Internal and external digital communications containing essential information The following digital assets are out of scope/not covered under this policy: • Archived web content created before the compliance date, maintained only for reference, research, or record-keeping, AND not altered after archiving. • Pre-existing electronic documents created before the compliance date, unless they are required to apply for, access, or participate in College programs or services. • Third-party content not created or maintained on behalf of the College (e.g., public posts on social media). • Password-protected documents about specific individuals or accounts (e.g., student or employee records). • Social media posts created before the compliance date.