

## **VOLUNTARY RESOLUTION AGREEMENT**

### **Monroe Community College Case Number 02-17-2457**

In order to voluntarily resolve Case No. 02-17-2457, Monroe Community College (the College) assures the U.S. Department of Education, Office for Civil Rights (OCR) that it will take the following actions to comply with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504) and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (the ADA) and its implementing regulation at 28 C.F.R. Part 35.

This Agreement does not constitute an admission on the part of the College that it violated any statute or regulation enforced by OCR. Prior to the completion of OCR's investigation, the College agreed to voluntarily resolve the above-referenced complaint.

Assurances of Nondiscrimination. The College hereby reaffirms its commitment to ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the College's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility. For the purposes of this Agreement, the accessibility of online content and functionality will be measured according to the W3C's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content, which are incorporated by reference.

Adherence to these accessible technology standards is one way to ensure compliance with the College's underlying legal obligations to ensure that people with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their nondisabled peers, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any College programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the College's programs, services, and activities delivered online.

To the extent that the College is unable, for any reason, to comply with any provision of this agreement within the stated timeframes, the College may request an extension of time to comply with a specific action item and/or reporting requirement. In doing so, the College shall identify and describe the interim steps it has made to comply, and indicate a projected timeframe for compliance. Any request for an extension is subject to OCR's approval, consistent with Section 503 of OCR's Case Processing Manual.

## **Remedies and Reporting Requirements**

### **Action Item 1**

Proposed Policies and Procedures Regarding New Online Content and Functionality. Within sixty (60) days of execution of this agreement, the College will submit to OCR for its review and approval proposed policies and procedures (“the Plan for New Content”) to ensure that all new, newly-added, or modified online content and functionality will be accessible to people with disabilities as measured by conformance to the Benchmarks for Measuring Accessibility set forth above, except where doing so would impose a fundamental alteration or undue burden.

- a) When fundamental alteration or undue burden defenses apply, the Plan for New Content will require the College to provide equally effective alternative access. The Plan for New Content will require the College, in providing equally effective alternate access, to take any actions that do not result in a fundamental alteration or undue financial and administrative burdens, but nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternates are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement, in the most integrated setting appropriate to the person’s needs.
- b) Undue Burden and Fundamental Alteration. For any technology-related requirement in this Agreement for which the College asserts an undue burden or fundamental alteration defense, such assertion may only be made by the President of the College (the President) or by an individual designated by the President and who has budgetary authority after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion, including the cost of meeting the requirement and the available funding and other resources. The written statement will be certified by the determining official. If such a determination is made, the certifying official will describe in the written statement how it will provide equally effective alternate access, *i.e.*, other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits or services provided by the College as their nondisabled peers.
  - i. The Plan for New Content must include sufficient quality assurance procedures, backed by adequate personnel and financial resources, for full implementation. This provision also applies to the College’s online content and functionality developed by, maintained by, or offered through a third-party vendor or by using open sources.

- ii. Within sixty (60) days of receiving OCR’s approval of the Plan for New Content, the College will officially adopt, and fully implement the amended policies and procedures.

Reporting Requirements:

- a) Within sixty (60) days of the execution of this Resolution Agreement, the College will submit to OCR for its review and approval the Plan for New Content.
- b) Within sixty (60) days of receiving OCR’s approval of the Plan for New Content, the College will submit to OCR the approved policies and procedures, and evidence of its adoption and distribution.

**Action Item 2**

Audit of Existing Content and Functionality. Within sixty (60) days of execution of this Agreement, the College will propose for OCR’s review and approval the identity and bona fides of an Auditor (corporation or individual) to audit all content and functionality on its website, including, but not limited to, the home page, all subordinate pages, and intranet pages and sites, to identify any online content or functionality that is inaccessible to persons with disabilities, including online content and functionality developed by, maintained by, or offered through a third party vendor or an open source. The Auditor will have sufficient knowledge and experience in website accessibility for people with disabilities to carry out all related tasks, including developing a Proposed Corrective Action Plan. The Audit will use the Benchmarks for Measuring Accessibility set out above, unless the College receives prior permission from OCR to use a different standard as a benchmark. During the Audit, the College will also seek input from members of the public with disabilities, including parents, students, employees, and others associated with the College, and other persons knowledgeable about website accessibility, regarding the accessibility of its online content and functionality.

Reporting Requirements:

- a) Within sixty (60) days of the date of this Agreement, the College will submit the *bona fides* of its proposed Auditor to OCR for review and approval. OCR will evaluate whether the proposed Auditor has the requisite experience and knowledge to carry out an appropriate Audit and to develop a Proposed Corrective Action Plan.
- b) Within one hundred and twenty (120) days of receiving OCR’s approval of the proposed Auditor, the College will submit to OCR documentation of the steps taken by the Auditor during the Audit, a description of the outreach it undertook and the input it received, and a detailed accounting of the results of the Audit.

### **Action Item 3**

Proposed Corrective Action Plan. Simultaneously with the submission of the Audit results, the College will submit to OCR for its review and approval a proposed Corrective Action Plan to address all inaccessible content and functionality identified during the College's Audit. Within thirty (30) days of receiving OCR's approval of the proposed Corrective Action Plan, the College will officially adopt and implement the Corrective Action Plan. The proposed Corrective Action Plan will set out a detailed schedule for:

- a) addressing problems, taking into account identified priorities, with all corrective actions to be completed within 18 months of the date OCR approved the Corrective Action Plan;
- b) setting up systems of accountability and verifying claims of accessibility by vendors or open sources; and
- c) setting up a system of testing and accountability to maintain the accessibility of all online content and functionality on an ongoing basis.

In its Corrective Action Plan, the College will acknowledge that subject to the undue burden and fundamental alteration defense, if the inaccessible content and functionality identified during the Audit is not removed or made accessible on a timely basis, the College will be in violation of this Agreement, Section 504, and Title II of the ADA and OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of the Agreement.

### **Reporting Requirements:**

- a) Simultaneously with the submission of the Audit results, the College will submit to OCR for its review and approval a proposed Corrective Action Plan.
- b) Within 45 (forty-five) days of receiving OCR's approval of the proposed Corrective Action Plan, the College will submit to OCR the approved Corrective Action Plan, and documentation establishing that the approved Corrective Action Plan is being implemented according to the approved schedule.
- c) Reports will be due every six months thereafter until the Corrective Action Plan has been completed.

### **Action Item 4**

Notice. Within thirty (30) days of the date of this Agreement, the College will submit to OCR for review and approval a proposed Notice to individuals with disabilities regarding how to request the webmaster or other appropriate person to provide access to (or notify the College regarding) online information or functionality that is currently inaccessible. The proposed notice will also include information or an accessible link to information instructing people how

to file formal grievances under Section 504 and Title II of the ADA. Within ten (10) days of receiving OCR's approval of the proposed Notice, the College will prominently post the approved Notice, or a link thereto, on its home page and throughout its website (including all subordinate pages and intranet sites).

**Reporting Requirements:**

- a) Within thirty (30) days of the date of this Agreement, the College will submit to OCR for review and approval a proposed Notice to individuals with disabilities.
- b) Within fifteen (15) days of receiving OCR's approval of the College's proposed Notice, the College will provide documentation to OCR regarding the locations and content of its published Notice.

**Action Item 5**

**Training.** Starting no later than ninety (90) days from this date of this Agreement, and annually thereafter until the close of the monitoring Agreement, the College will deliver website accessibility training to all appropriate personnel, including, but not limited to: content developers, webmasters, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality.

**Reporting Requirements:**

- a) For each training session required by this Agreement, until such time as OCR closes the monitoring of this Agreement, the College will submit to OCR documentation that it has been delivered.
- b) The documentation will include a list of invitees and attendees, including titles; a description of the delivered training content; and the presenters' credentials for giving such training.

The College understands that by signing this Agreement, it agrees to provide the foregoing information in a timely manner in accordance with the reporting requirements of this Agreement. Further, the College understands that during the monitoring of this Agreement, if necessary, OCR may visit the College, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the College has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Section 504, at 34 C.F.R. §§ 104.4 (a) and (b) and Title II of the ADA, at 28 C.F.R. §§ 35.130, and 35.160. Upon completion of the obligations under this Agreement, OCR shall close this case.

The College understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before

initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR shall give the College written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

This Agreement will become effective immediately upon the signature of the College's representative below.

11/16/17  
Date

/s/  
Melissa A. Fingar  
Monroe Community College