

Piedmont Virginia Community College

Section II – General Administrative Policies

II – 22.0 Digital Accessibility Policy

Effective Date: April 2026

Last Revised: April 2026

Responsible Dept.: Office Student Accessibility and Accommodations & Department of Human Resources

1. Purpose

This policy establishes minimum standards for the accessibility of information and communication technology used or provided by PVCC. It affirms the College's commitment to proactively removing barriers and promoting full participation for individuals with disabilities.

2. Policy Statement [Heading 4]

Piedmont Virginia Community College (PVCC) is committed to ensuring that all students, employees, and community members have equitable access to the College's digital programs, services, and information. Digital accessibility is essential to PVCC's mission of fostering an inclusive learning and working environment and reflects the College's values of equity, integrity, and student success.

PVCC will design, develop, procure, and maintain digital materials that comply with:

- a) [Web Content Accessibility Guidelines \(WCAG\) 2.1 Level AA](#)
- b) [Section 504 of the Rehabilitation Act of 1973](#)
- c) [Section 508 of the Rehabilitation Act](#)
- d) [Americans with Disabilities Act \(ADA\), Titles II and III](#)
- e) [Virginia Community College System \(VCCS\) Policies - 9.1 Information Technology Accessibility](#) and 6.0.4 Students with Documented Disabilities
- f) [Virginia House Bill 2541](#)

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at pvcc.edu/nondiscrimination.

3. Definitions

Archived Content: Information that may be outdated, not needed, or repeated somewhere else. Sometimes, this information is archived on the website. Content must meet four standards to be considered archived.

- a) The content was created before the date the state or local government must comply with this rule, or reproduces paper documents or the contents of other physical media (audiotapes, film negatives, and CD-ROMs for example) that were created before the government must comply with this rule, AND
- b) The content is kept only for reference, research, or recordkeeping, AND
- c) The content is kept in a special area for archived content, AND
- d) The content has not been changed since it was archived.

Assistive Technologies: Tools, products, or devices used to enhance, maintain, or improve the functional capabilities of individuals with disabilities. Examples include screen readers, magnification software, captioning tools, alternative input devices, and speech-to-text systems.

Information and Communication Technology (ICT): Any electronic system, platform, or equipment used to create, store, communicate, or deliver information. ICT includes but is not limited to websites, learning management systems, software applications, digital documents, media, e-texts, desktop or mobile apps, and other online or electronic materials.

Personal Websites: Websites created by individuals and not ever used to deliver PVCC programs, services, or activities and do not contain resources or material required for use by students or employees.

Technical Guidelines: The accessibility standards adopted by PVCC are based on the current technical standards of applicable federal and state laws and regulations. As of February 2026, the college standard followed the Web Content Accessibility Guidelines (WCAG) 2.1 at Conformance Level AA.

Timely Remediation: The process of resolving accessibility barriers within a timeframe established by the College's accessibility leadership, based on the severity and impact of the issue.

College Programs, Services, or Activities: Any official function of PVCC, including instruction, advising, student services, employment, outreach, community events, and administrative operations.

4. Applicability

This policy applies to all digital content that PVCC acquires, develops, maintains,

distributes, or uses to support College programs, services, or activities. This includes all digital and mobile content and tools created or provided by PVCC employees, contractors, vendors, or third-party partners acting on behalf of the College.

5. Responsibilities

5.1 Training

PVCC employees are expected to complete accessibility training appropriate to their roles. Training resources will be provided by the College.

5.2 Procurement

All digital and tools procured or contracted by PVCC must meet the College's accessibility standards unless an approved exception is granted. Vendors must provide documentation demonstrating accessibility compliance at purchase and renewals.

5.3 Implementation

The PVCC President has the authority to approve this policy and any revisions to it. All PVCC faculty and staff are expected to ensure that digital content and other materials they create meet the VCCS and other agency requirements for digital accessibility

6. Procedures for Implementation

6.1 Reporting Accessibility Issues

Concerns about inaccessible digital content should be reported through [PVCC's Report a Barrier](#) form. Reports will be routed to the appropriate unit for review and active remediation.

6.2 Course Materials

All digital instructional materials—including documents, media, assessments, and third-party tools—must comply with PVCC's digital accessibility guidelines.

6.3 Exceptions

Archived content will be made unavailable, labeled, and housed in specific locations. If an individual requests access to archived content, remediation will be completed before the materials are shared. Such requests must be prioritized.

Personal websites and student organization websites that receive no College funding are exempt. Assistive technologies themselves are also exempt when their design requires specific presentation formats.

6.4 Accessibility Resource Personnel

Each major PVCC division or administrative unit must designate a Digital Accessibility Liaison responsible for coordinating accessibility efforts, participating in training, and supporting annual accessibility reviews.

- a) Student Accessibility and Accommodations should be contacted for inaccessible programs, services, or content that impacts individual students.
- b) Technology Services should be contacted for inaccessible technology platforms and procurement reviews.
- c) Faculty or staff in the Center for Excellence in Teaching and Learning (CETL) should be contacted for inaccessible course content and materials.
- d) Marketing should be contacted for inaccessible web content, marketing materials, and promotional materials.

6.5 Maintenance of Digital Content and Tools

Units must ensure that digital content and tools under their responsibility can be maintained in compliance with current accessibility standards. Digital content and tools that cannot be maintained or remediated should be removed from public access.

6.6 Native File Formats

Digital files should be shared in their native formats (e.g., Word, Excel, PowerPoint) unless a PDF is fully remediated for accessibility after conversion.

6.7 Training

See Section 5.3 of this document.

7. Sanctions for Violation of Policy

Accessibility concerns may be reported through PVCC's designated reporting process. Units responsible for inaccessible digital content and tools must remediate issues promptly. If remediation does not occur within the required timeframe, the College may remove the digital content and tools from public access until compliance is achieved.

Supervisors will counsel and educate employees that do not follow established accessibility policies and recommend training or corrective action as needed.

Vendors or contractors who violate accessibility requirements may face contract termination or other consequences.

8. Other General Information

8.1 Related Resources

- a) [PVCC Accessibility Trainings, Presentations, and Resources](#)
- b) Accessibility Reporting Process – [PVCC Report a Barrier](#)
- c) [VCCS Accessibility Training Resources](#)
- d) [Web Content Accessibility Guidelines \(WCAG\) 2.1 Level AA](#)