

Administrative Procedure 720.1A

Name of Procedure: Posting Documents & Forms to the Website
Policy Number: 720 Accessible Technology

720.1A Administrative procedure for posting documents and forms to the LCC website.

It is the responsibility of the author to ensure that any document or form posted to the LCC website (lowercolumbia.edu, internal.lowercolumbia.edu, lcc.ctc.edu, or other related lowercolumbia.edu domains) meets a minimum threshold for accessibility. This should include use of at least one automated checking tool.

In a footer or similar location, each document should identify the following:

- Author name or initials
- Department name or initials
- Date (that document was created or updated)
- Brief description of method used to check accessibility

For example: WH/ECR/03.16.2018/MS Word Accessibility Checker

Resources:

[Accessibility Resources for LCC Faculty & Staff](#) (on the LCC website)

- 4-11-18 - Approved by the Executive Leadership Team with the recommendation to take to Governance Council, UMCC, and Operations Council.
- May 2018 - Reviewed by Governance Council, UMCC and Governance Council
- 6-6-18 – Approved by the ELT