

Accessibility of Electronic Information Resources

Original Implementation: October 18, 2010

Last Revision: July 26, 2016

Stephen F. Austin State University is committed to making electronic information resources accessible to all users. Chapter 213 of the Texas Administrative Code establishes standards for electronic and information resources (EIR) including: software applications and operating systems; telecommunication products; video and multimedia products; self-contained closed products; desktop and portable computers; and procurement of these products.

In order for EIR products or service to be considered accessible, the product should offer an alternate format or method for providing information, including product documentation, to people with disabilities. Additionally, it should work with assistive technology commonly used to increase, maintain, or improve functional capabilities for individuals with disabilities.

Electronic Accessibility Coordinator (EAC)

The university shall designate an Electronic Accessibility Coordinator to monitor policy compliance and assist university personnel with relevant training information for EIR accessibility. The coordinator will chair the Electronic Accessibility Board, and may be contacted at accessibility@sfasu.edu.

Electronic Accessibility Board (EAB)

The EAB is responsible for developing procedures regarding compliance with accessibility standards and this policy. In addition, this board will review all exception requests.

Compliance Exceptions and Exemptions

If a university official believes that achieving compliance with the policy is either not possible, or would impose a significant difficulty or expense, that official should contact the EAC for an Electronic Accessibility Exception Request form.

Once received, the EAB will review the request and forward it, with recommendations, to the vice president for university affairs. The vice president for university affairs will review and forward the request to the president for a final decision.

Procurement of Electronic and Information Resources

All EIR developed, procured or changed through a procured services contract, and all EIR services provided through hosted or managed services contracts, shall comply with Chapters 206

and 213 of the Texas Administrative Code, as applicable, unless an exception is approved by the president, or an exemption has been approved by the Department of Information Resources.

Departments shall coordinate purchases of EIR with Procurement Services and the EAC. All purchases for EIR shall follow university policy 17.16, Purchase of Electronic and Information Resources.

Web Accessibility and Usability Testing

All official and affiliated university Web pages intended for the public shall be accessible to, and usable by, all users and compliant with Texas Administrative Code Section 206.70, unless an exception is approved by the president, or an exemption has been made.

Web developers shall follow guidelines established by chapter 206 of the Texas Administrative Code, section 508 of the Rehabilitation Act, as amended, to the extent required under law, and criteria established by university procedures to improve the accessibility of all university websites. Website markup should be validated to ensure proper coding and rendering on multiple platforms, browsers, and browser versions. Accessibility issues shall be checked by accessibility websites or software.

To facilitate compliance, the university EAB recommends that all university Web developers utilize the centrally funded information management tools provided by the university. The university's usability Web site offers guidance on conducting usability tests, and the Web accessibility page provides assistance in accessibility planning.

Web Accessibility Link

Each university website that provides entry to members of the public must contain a "Web Accessibility" link to the Electronic Accessibility Site. This site contains the university's Web accessibility policy and contact information for the university's EAC.

Suggestions and Concerns

Existing website compliance issues can be addressed to the EAC. Please send your name, contact information, the nature of the accessibility problem, and the website address or specific Web page of concern to accessibility@sfasu.edu.

Grievances

If a user has a complaint about the accessibility of Stephen F. Austin State University websites, or access to other electronic equipment, he or she should notify the EAC at accessibility@sfasu.edu. The EAC, or designee, will contact the complainant regarding the issue

and attempt to resolve the complaint. The complainant is expected to cooperate with the EAB and appropriate university personnel in the process of determining a resolution. The EAB will make recommendations to the relevant university departments and officials responsible for making electronic and information resources accessible. This procedure is in addition to any applicable appeal or grievance procedure otherwise available under university policy.

Additional Information and Resources

Additional information about accessibility programs in Texas is available from the Governor's Committee on People with Disabilities.

Cross Reference: Purchase of Electronic and Information Resources (17.16); University Website (15.10); Web Accessibility Page; 1 Tex. Admin. Code §§ 206.1-.2, .70-.75; 1 Tex. Admin. Code §§ 213.1-.2, .30-.41; Tex. Gov't Code §§ 2054.451-.465; Section 508 of the Rehabilitation Act, as amended, 29 U.S.C. § 794d; 36 C.F.R. 1194

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Electronic Accessibility Coordinator

Forms: Electronic Accessibility Exception Request Form

Board Committee Assignment: Academic and Student Affairs