



# Standard Administrative Policy and Procedure

**Subject:** Website Accessibility Policy

**Number:** UW SAP 4.1

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## I. PURPOSE

The University of Wyoming (“University”) is committed to the effective dissemination of information and to accessibility and equal access to the University websites and web pages. The University develops and publishes webpages on behalf of its administration, colleges, departments, units and various constituents. This policy establishes minimum standards of web accessibility for use by individuals with disabilities for University websites and web pages which are published, hosted or otherwise directly provided by the University and are used to conduct University business and activities.

## II. DEFINITIONS

**Equally Effective:** Alternate ways of disseminating information that communicate the same information and provide the equivalent functions in a timely manner as does the Web page or resource.

**World Wide Web Consortium (W3C):** This group is composed of member organizations world-wide (public and private) that develop common protocols to promote the evolution of the World Wide Web and ensure its inter-operability. This includes the development of accessibility guidelines for the World Wide Web.

**Exemption Review Team:** This group is composed of Institutional Marketing, the Vice President of Information Technology, the responsible Vice President, and the ADA Coordinator. The exemption review team can be reached at [webhelp@uwyo.edu](mailto:webhelp@uwyo.edu).

## III. POLICY

The University endorses the W3C Web Content Accessibility Guidelines (WCAG) 2.0 guidelines level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content as its standard for World Wide Web accessibility and compliance with the Americans with Disabilities Act. The University additionally adopts the standards of the Federal Rehabilitation Act (Section 508) which are consistent with the W3C Guidelines and provide achievable, well-documented guidelines for implementation.

All University websites and webpages (residing both inside the University's Content Management System (CMS) and outside the CMS) must contain an "Accessibility" link that directs users to the University's Accessibility Resources page at <http://www.uwyo.edu/diversity/epo/accessibility-resources/>. See Appendix A for an example of this link, which can be found in the footer of the main uwyo website found at <http://www.uwyo.edu/>. Additionally, the name and contact information from the department/unit hosting the website or page must be displayed in a prominent spot on the web page. In the CMS, contact information can be added once to a site's home page and replicated to all subsequent pages that contain the left-hand navigation by using the default setting of "Section Default" to display contact info.

#### **IV. CREATION OF NEW WEB PAGES**

- A.** All new or revised web pages and other web resources published, hosted or otherwise provided by the University which are used to conduct University business and activities (e.g. lab websites, grant funded sites, research, etc.) must be in compliance with standards set by this policy.
- B.** All University personnel who are responsible for developing and maintaining University web pages shall take University online training annually on website accessibility and ensure the web-pages are in compliance with this policy. While the University's CMS system includes templates that contain many accessible features, University personnel who are responsible for their web pages are responsible for ensuring that the content and any changed content or uploaded content is accessible. Modifying or removing global elements that are part of the CMS templates is prohibited.

#### **V. ACCESSIBILITY OF EXISTING WEB PAGES**

- A.** Priority of implementation of this Policy should be given to ensuring accessible Web pages and resources for core institutional information such as course work, registration, advising, admission, catalogs, student recruitment, financial aid, student services information, and pages for the purposes of human resource information for employees and prospective employees, employment, and public engagement.
- B.** Departments with large web sites and resources containing core institutional information should establish priorities for ensuring accessibility according to the pages and resources being used or requested most often. Analytics can be used to determine the pages and resources that receive the most traffic on a website and authors should work with the Office of Institutional Marketing.
- C.** For all existing University websites and webpages, accessibility will be reviewed for compliance with section III of this policy at the time this policy is adopted. To evaluate compliance, departments may utilize any software tools for scanning of their pages approved by the Office of Institutional Marketing (see <https://www.uwyo.edu/web/accessibility/index.html> )

- D. After adoption of this policy and the initial review by departments of their websites and web pages, if a University website or page is identified as not being compliant with this policy the responsible department/unit shall develop a plan that outlines how the webpages will be brought into compliance. The plan shall be provided to Institutional Marketing and the ADA Coordinator by emailing [webhelp@uwyo.edu](mailto:webhelp@uwyo.edu), for approval within 45 days of being notified of the compliance issues. The plan shall include a timeline for when the work will be completed, but no later than November 1, 2019.
- E. University websites and webpages should be additionally reviewed by the hosting unit/department/college on an ongoing basis periodically using approved software scanning tools to ensure continued compliance with this policy. While the CMS templates include many accessible features units/departments/colleges are responsible for ensuring the content they upload or change is also accessible.
- F. In the unlikely event that authors of websites find compliance with this policy to be unduly burdensome, they may gather all evidence of the undue burden and submit this to the appropriate Vice President. If the responsible Vice President determines that the request for an exemption to the policy may be warranted, the responsible Vice President shall submit all of the information, along with the Vice President's recommendation for approval, for further review by the other members of the Exemption Review Team by emailing [webhelp@uwyo.edu](mailto:webhelp@uwyo.edu).

## **VI. NON-UNIVERSITY BUSINESS OR ACTIVITIES**

This policy only applies to those University websites and webpages hosted, published or otherwise provided by the University and that are used to conduct University business or activities.

Some examples of websites or webpages that this policy would not apply to include, but are not limited to, the following:

- A. Personal webpages hosted outside of the University's CMS or outside the University's uwyo domain. However, personal information that relates to University employment, such as a faculty biography, should also be located within the CMS, on a University web site.
- B. Collaborative or multi-party websites where UW is not the host of the website.
- C. Websites not being used to conduct University business or activities.

## **VII. ACCOMMODATIONS AND OTHER REQUESTS**

- A. If an individual with a disability requests a formal accommodation pursuant to the American with Disabilities Act through the University's Human Resources office or the Disability Support Services office, the web pages or resources shall generally be made accessible, or an equally effective alternative shall be provided, within ten

(10) business days. Other requests can be made through the University's ADA Coordinator.

- B.** If the requested accommodation to make a website or webpage accessible would impose an undue burden or hardship to the University, the University may determine that alternative formats can be used to provide the information to individuals requiring use of the information or may grant an exception to this policy pursuant to the process set forth in section (V)(E) above.

**Responsible Division/Unit:** Office of Institutional Marketing

**Source:** Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101-12117 (2018)); Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq. (2018)).

**Links:** <http://www.uwyo.edu/regs-policies>; <http://www.uwyo.edu/diversity/epo/accessibility-resources/>

**Associated Regulations, Policies, and Forms:** None

**Approved:** 6/12/2019