

# DEPAUL UNIVERSITY

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## Website Accessibility Policy

**Category:** Operations

**Responsible Department:** Information Services

**Responsible Officer:** Vice President, Information Services

**Effective Date:** 6/7/2017

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### Policy Summary

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The University is committed to ensuring that its websites are accessible to students, prospective students, employees and visitors with disabilities. This Policy describes the process and guidelines which will govern the University's efforts to provide accessible websites; establishes a Website Accessibility Coordinator to oversee those efforts; and outlines the process by which individuals may seek assistance with or file complaints related to website accessibility issues.

The University's websites are a major source of information for current, former and future members of the University community and third parties. Acknowledging that the University is engaged in web development and web publication for these constituencies, the University has adopted this policy to establish minimum standards for web accessibility.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

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### Policy

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The University is committed to ensuring that its websites are accessible to students, prospective students, employees and visitors with disabilities. In meeting its nondiscrimination obligations under Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act, the University has developed this policy to help ensure that individuals with disabilities are able to acquire information and perform online tasks through the use of the University's websites.

For purposes of this policy, the term "websites" refers to the collection of pages that the University or University units make available online through the World Wide Web for purposes of conducting official University business that do not require authentication (user identification and password).

This policy does not apply to unofficial websites published by a student or University employee or by any organization not sponsored or controlled by the University.

## **Website Accessibility Coordinator**

The University has designated a Website Accessibility Coordinator within Information Services to oversee the implementation of this policy. The Website Accessibility Coordinator's contact information is provided below.

In addition to overseeing the implementation of this policy and the University's web accessibility efforts, the Website Accessibility Coordinator will maintain resources, including training resources, to assist individuals in complying with this policy when creating or managing web content.

## **Website Accessibility Guidelines**

### **New or Revised Content**

The University is committed to ensuring University web pages created or revised after the effective date of this policy are compliant with the World Wide Web Consortium's Web Content Accessibility Guidelines, or WCAG 2.0. Web content creators and approvers are responsible for ensuring that new and revised content complies with the WCAG 2.0, Level AA Standards.

### **Legacy Content**

Legacy content is web content that was developed prior to the effective date of this policy. The University will assess legacy web content on a periodic basis to determine compliance with the WCAG 2.0 Standards. The University will modify legacy web content on a prioritized basis, with priority given to web pages with the most traffic or webpages with content that is most critical to students and faculty and staff.

Individuals can also request that legacy web content be made available when content is inaccessible using the grievance procedure outlined below. Priority will be given to individualized requests to make web content accessible.

## **Exceptions**

In certain circumstances, exceptions to this policy may be granted. This policy does not require adherence to the WCAG 2.0 Standards when compliance is not possible or would constitute an undue administrative or financial burden or result in a fundamental alteration. The University will make determinations on the applicability of these exceptions on a case by case basis. Individual content creators or approvers may request exceptions to this policy by contacting the Website Accessibility Coordinator.

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## **Procedures**

The Website Accessibility Coordinator and/or his or her designee will work with other University units as necessary to provide and publicize resources, including training, in support of web accessibility. The Website Accessibility Coordinator and/or his or her designee will oversee mandatory, periodic training on website accessibility for all developers and content creators and

approvers for the University's website. To request additional or customized individual or department training regarding Website Accessibility, contact the Website Accessibility Coordinator.

University employees or units who hire third-party vendors to provide website services are strongly encouraged to use vendors with a proven commitment to website accessibility. If a vendor is unable or unwilling to provide written assurance that its services will be accessible to individuals with disabilities, the hiring employee or unit must consult with the Website Accessibility Coordinator regarding alternative solutions.

Students who encounter a barrier related to University web content may contact the Center for Students with Disabilities to coordinate technical assistance and/or individual accommodations. Other individuals who experience a barrier related to University web content should contact the Website Accessibility Coordinator. Complaints regarding Website Accessibility can be filed by contacting the Website Accessibility Coordinator or by completing the form available at the following link: <http://www.depaul.edu/utilities/Pages/accessibility.aspx>.

The Website Accessibility Coordinator will review a submitted form or other information provided by a complainant. The Website Accessibility Coordinator or a designee will assess the complaint and the web content issue. The Website Accessibility Coordinator or a designee will collectively determine a means to resolve the accessibility issue, in most cases within 30 days of receiving the complaint. The resolution will be communicated to the complainant. If the determination is made that there is not an accessibility barrier, this will also be communicated to the complainant. Individuals may also raise a web accessibility complaint through the University's Anti-Discrimination and Anti-Harassment Policy. The complaint can be submitted orally or in a written statement via the OIDE [online allegation form](#). Complaints made under that policy will be addressed by the Website Accessibility Coordinator in coordination with the Office of Institutional Diversity and Equity.

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## Divisional Collaborations

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Center for Students with Disabilities  
Office of Institutional Diversity and Equity  
Office of the General Counsel  
Web Communications

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## Contact Information

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Web Accessibility Coordinator:

Cara Kaufmann-Rosenthal  
Director of Development  
DePaul University Information Services  
(312)362-8080  
[cara.kaufmann@depaul.edu](mailto:cara.kaufmann@depaul.edu)  
<http://www.depaul.edu/utilities/Pages/accessibility.aspx>

Center for Students with Disabilities

(773) 325-1677 (Lincoln Park Campus)  
(312) 362-8002 (Loop Campus)  
[csd@depaul.edu](mailto:csd@depaul.edu)

Office of Institutional Diversity and Equity

14 E. Jackson Blvd.

(312) 362-6872

[OIDE\\_Investigations@depaul.edu](mailto:OIDE_Investigations@depaul.edu)

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## **Appendices**

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None

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## **History/Revisions**

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Origination Date: 06/07/2017

Last Amended Date: 06/07/2017

Next Review Date: N/A