

UNIVERSITY OF WYOMING
WEBSITE ACCESSIBILITY POLICY
Draft 3-8-18

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 is engaged in web development and publishing on behalf of its administration, Colleges, departments and various constituents. This policy establishes minimum standards of Web accessibility for individuals with disabilities for University websites and web pages which are published, hosted or otherwise 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 as timely a fashion as does the Web page or resource.

World Wide Web Consortium (W3C): This group is composed of over 400 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.

III. Policy

The University endorses the World Wide Web Consortium (W3C) 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.

Furthermore, each University website or web page in the Content Management System (CMS) currently contains an accessible link on the website or page to the University’s Accessibility Resources page. Institutional and institutionally-related websites and web pages outside of the CMS must contain this accessible link. All University-related websites and pages will be located in the CMS system unless an exemption or use of a third party vendor is approved pursuant to this policy. For all websites and pages (both inside the CMS and outside the CMS) the website or page must contain an “Accessibility” link that directs people 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. Additionally, the name and contact information from the department/unit hosting the website or page must be displayed in a prominent spot somewhere on the web page.

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 must be in compliance with standards set by this policy.
- B.** New web pages should be created through CMS unless an exemption or approval for use of a third party vendor has been granted by Institutional Marketing, the Vice President for Information Technology, and the applicable Vice President, in consultation with the ADA Coordinator. See section (V)(C)(1) below for examples of the types of websites and webpages that may be exempted from the CMS.
- C.** All University personnel who are responsible for developing and maintaining new University web pages shall receive training annually on website accessibility provided by the University and ensure the web pages are in compliance with this policy. While CMS sites include templates that are accessible, University personnel who are responsible for their web pages are responsible for ensuring that the content they upload to the page is accessible.

V. Accessibility of Existing Web Pages

- A.** Priority of implementation 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 public engagement.
- B.** Departments with large web sites and resources containing core institutional information should establish priorities for ensuring access according to the pages and resources being used or requested most often.
- C.** Websites or web pages hosted outside of CMS should be reviewed at the time this policy is effective by the applicable department/unit/College to determine a timeline for moving its website or web pages to CMS within six months unless an exemption is granted by Institutional Marketing, the Vice President for Information Technology, and the Applicable Vice President, in consultation with the ADA Coordinator.
 - 1. Types of exemptions that may be granted which would allow a department/unit/College to host a University website or web page outside of the CMS system may include the following:
 - a. Third party Vendor. Use of an approved third party vendor to host a University website or page; or

b. Functional limitations. For the current list of types of functional limitations that may be approved, please see: <http://www.uwyo.edu/web/kb/cms-exemption-categories.html>. The University reserves the right to modify this list as needed and in the best interests of the University.

2. For websites or pages that are granted an exception to remain outside of the CMS system, the web publishers or their designee responsible for maintenance of websites or pages are required to annually attend mandatory web accessibility training provided by the University.
 3. The responsible department/unit/College who hosts an approved University websites or web pages outside of the CMS system are responsible for ensuring the accessibility of that website or webpage in accordance with this policy.
- D.** For all existing University websites and webpages, accessibility will be reviewed for compliance with section III of this policy at the time the University implements a University-provided web accessibility tool to screen those websites and web pages.
- E.** Once the University-provided web accessibility tool is available and upon the initial review after the tool is provided, a University website or page is identified as not being compliant with this policy, the responsible parties shall develop a plan that outlines how they will make the website compliant. The plan shall be provided to Institutional Marketing and the ADA Coordinator 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, with a goal of finalizing all changes within a six-month window. Subsequently, University web sites and pages should be scanned by the hosting unit/department/College periodically to ensure continued compliance with this policy. While the CMS templates are accessible, units/departments/Colleges are responsible for ensuring the content they upload 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 along with a request for an exemption to Institutional Marketing, the appropriate Vice President, the Vice President for Information Technology and the ADA Coordinator for review.

VI. Non-University Business or Activities

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

- A. Some examples of web sites or web pages that this policy would not apply to include, but are not limited to, the following:
- a. Personal web pages hosted outside of the CMS or a 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 site.
 - c. Sites 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, the Web pages or resources shall be made accessible, or an equally effective alternative shall be provided, within ten (10) business days.
- 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)(F) above.

VIII. Administration

This policy shall be administered by the Office of Institutional Marketing in consultation with the Vice President for Information Technology and the ADA Coordinator.

APPENDIX A

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