

# **The University of Oklahoma Electronic and Information Technology (EIT) and Multimedia Accessibility Policy**

## **Introduction**

The University of Oklahoma is committed to providing equal educational opportunity and full participation for qualified individuals with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended, the University ensures that no “qualified individual with a disability” will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of disability under any program or activity offered by the University.

The University requires that electronic and information technology (EIT) and multimedia resources be designed, authored, purchased, developed, managed, procured, and implemented with accessibility to all members of the University community (including those with disabilities) as required by law.

## **Standards**

The University electronic accessibility Standards reflect the principles of both the “State of Oklahoma’s Electronic and Information Technology Accessibility” (EITA) and the “World Wide Web Consortium’s Web Content Accessibility Guidelines” (WCAG) 2.0, Level AA. The University’s Standards are specifically incorporated into this policy and may be found at the following link:

<http://www.ou.edu/content/drc/home/accessibility/ou-eit-standards.html> .

## **Definitions**

1. Content – Any digital material that may be distributed electronically. This includes but is not limited to HTML web pages; documents such as Microsoft Word, Excel or Adobe PDF; audio and video; and instructional material in any format.
2. Electronic and Information Technology (EIT) Resource – Any resource delivered electronically to any audiences, (internal or external to the University), such as prospective students, visitors, public officials, other University personnel, and the general public.
3. New Content – EIT Resource that is created anew after the effective date of this policy.
4. Legacy Content – EIT Resource that exists prior to the effective date of this policy and is still in use.
5. Archived Content – EIT Resource created before the effective date of this policy that is kept solely for informational or statutory purposes.

6. Redesigned Content – EIT Resource that has its visual design and/or content materially changed after the effective date of this policy.
7. Public-facing Content – EIT Resource that is available to those outside the University community, including prospective students, visitors, public officials, and the general public.
8. Closed Audience – A small and known group that is the only intended recipient of Content.
9. Multimedia - The integration of multiple forms of media to present text, graphics, audio, video, animations, and interactive features through the use of electronic devices.

## **Responsible Parties**

- President
- Senior Vice President and Provost
- Vice- Presidents /Associate-Vice Presidents /Assistant-Vice Presidents
- Vice- Provosts /Associate Vice-Provosts /Assistant-Vice Provosts
- Deans, Directors, and Department Chairs
- All instructional staff
- Researchers
- Any individual associated with the University who uses internet, web, instructional technology and media resources to provide services, instruction, or information.
- Any agent of the University that produces or procures EIT resources for use by the University community.

## **Applicability/Policy Scope**

Electronic and information technology (EIT) and multimedia resources designed, authored, used, purchased, developed, managed, procured, or otherwise implemented by Responsible Parties for compliance with this Policy.

## **Policy Requirements**

Content must be accessible to qualified individuals with disabilities, in accordance with the Standards incorporated in this policy (<http://www.ou.edu/content/drc/home/accessibility/ou-eit-standards.html>) regardless of distribution method if the Content is or includes one or more of the following:

- Public-facing Content

- Broadly distributed within the University
- Academic or course material
- Internal and external program and policy announcements
- Notices of benefits, program eligibility, and employment opportunities and decisions
- Forms, applications, questionnaires, and surveys
- Emergency notifications
- Educational and training materials

### **Exceptions:**

Content need not meet the Standards in this Policy if one or more of the following applies:

- It is stored solely for archival purposes or kept only to preserve an exact image of the original hard copy.
- It is draft Content intended for limited distribution internally.
- It is password protected for a Closed Audience, and/or if the intended audience does not include qualified individuals with disabilities.

The foregoing notwithstanding, all Content must be made accessible to accommodate a qualified person with a disability upon request.

It is strongly preferred that all Content abides by the Standards, as the Standards improve the readability and clarity of the Content.

### **Effective Date**

From the Policy implementation date, all New and Redesigned Content shall adhere to the Standards set forth in this Policy.

### **Resources/Subject Matter Expertise/Contact**

The central point of contact for questions regarding this Policy or the referenced Standards is the Disability Resource Center which can be reached at [drc@ou.edu](mailto:drc@ou.edu) or (405) 325-3852.