



UNIVERSITY OF CENTRAL FLORIDA

**Office of the President**

<b>SUBJECT</b>  Digital Accessibility	<b>Effective Date</b> 6/20/2022	<b>Policy Number</b> 2-006	
	<b>Supersedes</b>	<b>Page</b> 1 of	<b>Of</b> 4
	<b>Responsible Authority</b> Director, Office of Institutional Equity		

**APPLICABILITY/ACCOUNTABILITY**

This policy applies to all information and communication technology (ICT) developed, procured, maintained, and used by the University of Central Florida.

**POLICY STATEMENT**

The University of Central Florida is committed to ensuring equitable access for individuals with disabilities to participate in and benefit from the university’s services, courses, programs, and activities. In accordance with this commitment, the University of Central Florida adopts the Web Content Accessibility Guidelines version 2.0 AA as the guiding accessibility standard for all ICT. Additionally, UCF will comply with federal laws including the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Individuals responsible for the development, maintenance, or purchase of web pages, content or applications must strive to comply with the accessibility standard adopted by the university. Willful and repeated failure to comply with this policy may result in disciplinary action up to and including termination of employment. UCF may terminate any business relationship with contractors, vendors, and others who fail to adhere to this policy when performing university business.

**Compliance Timelines**

The party responsible for creating and/or maintaining the university web pages, web applications, and web content that are developed, published, or hosted by the university and created, redeveloped, or undergo substantial revisions after June 26, 2023, shall strive to conform to WCAG 2.0 AA.

The party responsible for creating and/or maintaining the university web pages, web applications, and web content that are developed, published, or hosted and were in

existence prior to June 26, 2023, shall strive to conform to WCAG 2.0 by December 31, 2024.

Legacy web pages and web content shall be made accessible in a timely manner upon request.

The party responsible for creating and/or maintaining all multimedia resources posted to university web pages and applications, as well as multimedia used in university programs, courses, and activities, shall strive to conform to WCAG 2.0 AA by June 26, 2023.

The party responsible for creating and/or maintaining content that is created, redeveloped, or undergoes substantial revisions and is posted to the university LMS after June 26, 2023, shall strive to conform to WCAG 2.0 AA.

The Council on Accessibility, in collaboration with institutional stakeholders, will develop guidance and training on digital accessibility, including how to conform to WCAG 2.0 AA.

## **Procurement**

All ICT purchased by the university is expected to conform to WCAG 2.0 AA. If a product meets some, but not all the standards, the university strives to purchase the product that best meets the standards. If a product does not meet accessibility standards, the party responsible for purchasing the content will work with the vendor to create an equally effective alternative access plan.

## **DEFINITIONS**

**Equally effective manner.** An alternative format that allows a person with a disability to obtain the same information as the original format in a timely fashion.

**Information and communication technology (ICT).** Information and communication technology encompasses all electronic technology and resources used for communication, instruction, and the distribution of information. ICT includes, but is not limited to:

- Instructional systems
- Online instructional lessons
- Web-based services
- Software applications
- Electronic documents
- Computers
- Hardware systems
- Telecommunication products
- Video and multimedia products
- Mobile devices
- Online events

**Learning Management System (LMS).** A software application primarily used to deliver educational content, courses, and training. UCF’s learning management system is branded “Webcourses@UCF”. Also known as Webcourses.

**Legacy content.** Web pages or digital content created and published seven years prior to the effective date of this policy.

**Substantial revisions.** Significant updates and design changes that are more substantial than simple text changes.

**Web content.** Text and multimedia (videos and images) content posted to web pages.

**Web Content Accessibility Guidelines (“WCAG”).** A widely adopted international standard for web content accessibility. WCAG is cited as the accessibility standard in Section 508 of the Rehabilitation Act of 1973.

**Websites.** A group of connected webpages created and published by the university in the scope of university-related business.

## **PROCEDURES**

### **Reporting Accessibility Issues**

Any person experiencing accessibility issues with ICT resources should report said issues through the [Accessibility Barrier Reporting Form](#).

### **Exceptions**

When compliance is not technically feasible or would require extraordinary measures due to the nature or purpose of the ICT, a request for exception can be made via the [Digital Accessibility Exception Request Form](#). This request must include information on how the department will make the ICT available for individuals in an equally effective manner. Insufficient funds of a particular department will not be considered as a valid qualification for exception, except in rare circumstances and as approved by OIE.

### **Policy Review Process**

This policy will be reviewed on an annual basis by the Council on Accessibility.

## **RELATED INFORMATION**

Web Content Accessibility Guidelines

<https://www.w3.org/WAI/standards-guidelines/wcag/>

**CONTACT**

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**INITIATING AUTHORITY**

Vice President, University Compliance, Ethics, and Risk

**POLICY APPROVAL**  
**(For use by the Office of the President)**

Policy Number: 2-006

Initiating Authority and University Policies and Procedures Committee Chair: *Frederic L Bishop* Date: *5/31/22*

President or Designee: *Alexander Cartwright* Date: *6/20/22*