

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

1. Policy

The University of Oklahoma (“the University”) is committed to providing equal educational opportunity and full participation for qualified individuals with disabilities, as defined within the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended. Consistent with those Acts, the University confirms 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. All employees, including students and graduate assistants, are expected to comply with this policy.

2. Definitions and Procedures

A. Definitions

1. **Alternative Content** – Digital material that is used to replace original Content when accessible material cannot be obtained and that is presented in a format that is accessible in an equally effective manner.
2. **Alternative Resource** – Information that is used to replace an original Resource when a delivery medium cannot be obtained and that is presented in a format that is accessible in an equally effective manner.
3. **Archived Content** – EIT Resource created before the effective date of this policy that is kept solely for informational or statutory purposes and is not in use.
4. **Closed Audience** – A small and known group intended to be the only recipient of Content.
5. **Content** – Any digital material that may be distributed electronically, including but not limited to HTML web pages, Microsoft Word, Excel, or Adobe PDF documents; audio; video; and instructional material in any format.
6. **Electronic and Information Technology (EIT)** – a term founded in Section 508 of the Rehabilitation Act. Refers to any technology or interconnected system that is used in the creation, conversation, or duplication of data or information. Includes, but is not limited to telecommunication devices, World Wide Web, multimedia, and office computers (GSA Government-wide Section 508 Accessibility Program.)
7. **Equally Effective** – Used to describe Alternative Content or Resource that communicates the same information at the same time as the original Content or Resource.
8. **Health Program or Activity** - A specific type of program or activity that includes the provision or administration of health-related services, health-related insurance coverage, or other health-related

coverage, and the provision of assistance to individuals in obtaining health-related services or health-related insurance coverage.

9. **Legacy Content** – EIT Resource created before the effective date of this policy that is currently in use.
10. **Multimedia** - The integration of multiple forms of media to present text, graphics, audio, video, animations, and interactive features through the use of electronic devices.
11. **New Content** –EIT Resource or Content that is created or modified after the effective date of this policy.
12. **Public-facing Content** – EIT Resource or Content that is available to those outside the University community, including prospective students, visitors, public officials, and the general public.
13. **Redesigned Content** – EIT Resource or Content that has its visual design and/or content material changed after the effective date of this policy.
14. **Resource** – Any delivery medium or device that relies on EIT to transmit Content or provide a service to audiences, regardless of whether the medium is internal or external to the University. Resources include but are not limited to the following: websites or webpages, digital formatting instruments, electronic books and book reading systems, learning management systems, classroom technology, personal response systems (“clickers”), integrated podiums, fax and copy machines, Automated Teller Machines, telephones, interactive kiosks, and computers.
15. **Standards** – See below. – An agreed upon expectation and level of compliance of the accessibility of EIT Resource or content. For the purposes of this document, standard is representative of Web Content Accessibility Guidelines 2.0 AA level.

B. Explanation of Procedures

1. Standards:

All employees, including students and graduate assistants, shall comply with the University’s electronic accessibility standards (“the Standards”). The 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.

2. Application:

A. In accordance with the Standards, all University entities will strive to ensure that all New and Redesigned Content is accessible to qualified individuals with disabilities. Specifically, content must be:

- a. Perceivable – available to at least one sense
- b. Operable –useable
- c. Understandable
- d. Robust –reliable and able to be used universally

B. Any employee who creates, maintains, modifies, or otherwise manages digital media is responsible for ensuring the content is accessible.

C. Exceptions:

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

- It is maintained only as Archived Content.
- It is draft Content intended for limited distribution internally.

The foregoing notwithstanding, any Content must be made accessible to accommodate a qualified person with a disability upon request of the qualified person (or on that person’s behalf.) ^[1]_[SEP]

D. Requests for Accessible Format when Accessibility Cannot be Achieved

The University has created or acquired auxiliary support aids and technology to assist in ensuring that Content that is not accessible will be provided in an accessible format. If an accessible format is not possible, the University must offer Equally Effective Alternative Content or an Alternative Resource. The Disability Resource Center can provide additional information regarding such aids and technology.

3. Contact Information

The central point of contact for questions, comments, and requests regarding this Policy or the referenced Standards is the Accessibility and Disability Resource Center, which can be reached at adrc@ou.edu or (405) 325-3852.