29.01.04.R1   **Accessibility of Electronic and Information Resources**

Approved November 25, 2014
Next Scheduled Review: November 25, 2019

Rule Statement

Texas A&M University-Commerce is committed to providing a working, learning, and service environment that affords equal access and opportunity to otherwise qualified individuals with disabilities, in compliance with federal and state law. Consistent with this commitment, the University strives to provide electronic and information resources (EIR) that are accessible to all authorized users and that meet the requirements of the Texas Department of Information Resources (DIR).

Reason for Rule

This rule implements the requirements of System Regulation 29.01.04.

Procedures and Responsibilities

1   COMPLIANCE

All faculty and staff will comply with DIR Accessibility Rules, this rule, and related procedures in the development, procurement, maintenance, or use of EIR. Any request for an exception to DIR Accessibility Rules must be submitted to the EIR Officer for review and approval.

2   COMPLIANCE PLAN

The EIR Officer will develop and implement a plan by which EIR will be brought into compliance with DIR Accessibility Rules.

3   EXCEPTIONS

3.1   The EIR Officer will review requests for exceptions to DIR Accessibility Rules, make determinations regarding requests, ensure that requests meet the requirements for an exception, and forward requests to the CIO with a recommendation regarding approval.

3.2   The CIO will further review exception requests, make recommendations regarding approval, act as the designee for the President regarding approval, and forward requests to the President with a recommendation regarding approval.

3.3 The President will review and, if acceptable, approve exceptions to DIR Accessibility Rules.

3.4 The EIR Officer will maintain exception requests in accordance with the A&M System record retention schedule.

4   MONITORING

The A&M-Commerce EIR Officer will monitor compliance with DIR Accessibility Rules, through reports provided by automated 508 validation software.

5   NOTIFICATION

5.1 The Director of Purchasing and the EIR Officer will notify the University community of procedures related to the procurement of EIR that support compliance with DIR Accessibility Rules.

5.2 The EIR Officer will notify the University community of procedures related to the development, maintenance and use of EIR that support compliance with DIR Accessibility Rules.

5.3 The EIR Officer will oversee and monitor development, support, maintenance and compliance with this rule and University-wide compliance with DIR Accessibility Rules.

5.4 Distribute quarterly 508 validation reports to university executive council, deans and department heads that indicate the accessibility level of the various web pages and overall progress towards accessibility in their respective area.

6   SUPPORT

The CIO and Director of Procurement Services will provide necessary technical support that allows the EIR Officer to fulfill his/her responsibilities under this rule.

7   TRAINING

The EIR Officer will oversee and provide training on compliance with DIR Accessibility Rules, this rule and related procedures.

Related Statutes, Policies, or Requirements

Code of Federal Regulations, Title 36, Part 1194 – Electronic and Information Technology Accessibility Standards

Section 508 of the Federal Rehabilitation Act, (29 U.S.C. §794d)

Texas Government Code, Chapter 2054, Subchapter M – Access to Electronic and Information Resources by Individuals with Disabilities

Texas Administrative Code, Title 1, chapter 213, Accessibility Standards for Institutions of Higher Education

Texas Administrative Code, Title 1, Chapter 206, Institution of Higher Education Websites, §206.70 Accessibility

System Policy *08.01 System Ethics and Compliance Program*

System Regulation *08.01.01 System Ethics and Compliance*

System Policy *29.01 Information Resources*

System Regulation *29.01.04 Accessibility of Electronic and Information Resources*

University Procedure *25.07.03R0.01 Acquisition of Goods and/or Services*

Definitions

508 validation tool: A software application that can scan web pages and provide information to assist in determining if the web pages meet the Section 508 standards. These 508 validation tools provide reports that help to ensure websites are accessible to persons with disabilities.

EIR Officer - In accordance with System Regulation 29.01.04, the CIO has appointed an EIR Officer. In the absence of an EIR Officer, the CIO will serve in this capacity. The EIR Officer is also known as the Accessibility Coordinator.

DIR Accessibility Rules - Rules issued by the Texas DIR regarding the development, procurement, maintenance and use of EIR by institutions of higher education and set forth in Title 1, Chapter 206, Rule §206.70 of the Texas Administrative Code and in Title 1, Chapter 213 of the Texas Administrative Code

Exception - An exception is a justified, documented non-conformance with one or more standards or specifications of the DIR Accessibility Rules, which has been approved by the President or designee of an institution of higher education. An exception must be determined by the President or designee as necessary to avoid significant difficulty or expense to the University. At a minimum, an exception will include: a date of expiration, a plan for alternate means of access for persons with disabilities, a justification for the exception including relevant cost avoidance estimates, and the President or designee signature.

CIO – The Chief Information Officer oversees the acquisition and use of information technology within a state agency or university, and ensures that all information resources are acquired appropriately, implemented effectively, and complies with regulations and agency policies.

Section 508 - The technical standards issued by the US Access Board implementing Section 508 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. §794(d).

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