Interim Digital Accessibility Interim Policy

PURPOSE

Consistent with Saint Joseph's University's mission of striving to be an inclusive and diverse community that educates and cares for the whole person, the University is committed to the Accessibility of the University's digital Information Resources in compliance with applicable laws and regulations and this policy.

SCOPE

All members of the University community with responsibility for procuring, creating, managing or disseminating digital Information Resources are responsible for assuring that such resources are compliant with this Policy and any and all related procedures, standards, guidelines, and regulations.

Specific resources covered by this Digital Accessibility policy include: SJU.edu and https://sjuhawks.com/, software applications, video and audio content, electronic documents, computers and peripherals, and audio/visual equipment. Examples of these resources include: Web-based applications, learning management systems, Instructional Materials, administrative applications, classroom technologies, lecture capture solutions, email and electronic calendars and library resources.

Web pages and other digital information resources created or published by students, employees or non-university organizations that are not used to conduct University-related business, whether hosted by the University or by a third party service, are outside the scope of this policy.

Certain other policies and standards related to accessibility of University resources are outside the scope of this policy, and are covered in other policies and handbook. For instance, the University's policies prohibiting discrimination based on disabilities are covered in the University's **Policy Prohibiting Discrimination Harassment and Retaliation**, requests for accommodations in employment are addressed in the University's **ADA Reasonable Accommodations in Employment Policy** and student requests for accommodation are covered in the **Student Handbook**.

POLICY STATEMENT

The University strives to create, purchase or license digital Information Resources, including, but not limited to, software, Web-based applications, video and multimedia, that meet Accessibility Standards.

For all of the University's digital Information Resources created or published following the effective date of this Policy, the University will strive to meet the standards and guidelines outlined in the **Web Content Accessibility Guidelines (WCAG) 2.0 Level AA** for all Web-based Digital Information, Communication and Technology, the Web Accessibility Initiative Accessible Rich Internet Applications (WAI-ARIA) 1.1, or similar applicable standards and guidelines.

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The User responsible for procuring, creating, publishing or managing each digital Information Resource will be primarily responsible for assuring compliance with this Policy and for addressing and correcting any non-compliance with this Policy or University standards. The University recognizes that certain factors, such as undue burden or fundamental alteration of a program may be taken into consideration in evaluating the Accessibility of digital Information Resources. If a User believes it is necessary to procure or publish University digital Information Resources that do not fully comply with this Policy or University standards, the User should submit a request for review to the Digital Accessibility Committee, together with any information requested by the Digital Accessibility Committee (e.g. description of the Information Resources, why it is needed and how and by whom it will be used, the Voluntary Product Accessibility Template (VPAT) for the Information Resources, description of available alternatives and accessibility of those alternatives, etc.). A subcommittee of the Digital Accessibility Committee will review such requests and make a determination as to whether such digital Information Resources may be acquired or used by the University and any terms or requirements applicable to the acquisition or use of such digital Information Resources. If such terms and conditions for acquisition and use, or alternative Information Resources are not implemented in a timely manner, the Digital Accessibility Committee will consider removing access to the information or technology. Determinations of a subcommittee of the Digital Accessibility Committee may be appealed to the full Digital Accessibility Committee based on the procedures provided by the Committee.

DEFINITIONS

- **Accessibility:** The Office for Civil Rights (OCR) at the U.S. Department of Education defines accessibility as meaning "when a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally integrated and equally effective manner, with substantially equivalent ease of use."
- **Accessible Standard:** The University will strive to meet the standards and guidelines outlined in the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA for all Web-based Digital Information, Communication and Technology.
- **Digital Accessibility Committee**: This Committee advises on accessibility topics related to the University's Information Resources both in the physical and online learning environments at Saint Joseph's University.
- **Electronic Documents**: All University produced, maintained or distributed electronic documents. This includes, but is not limited to word processing documents, PDFs, presentations, publications and spreadsheets that are scanned, uploaded, posted or otherwise published or distributed electronically.
- **Information Resources** - Data in any form, whether recorded on any media or in transit, owned or controlled by, licensed to, or in the possession of the University as well as any hardware, software, systems, platforms, sites, applications, networks, devices, equipment and facilities owned or operated by the University or that are provided by third parties to or for the benefit of the University or its Users.

- **Instructional Materials**: All digital instructional materials, optional and required, must be accessible. This includes, but is not limited to, syllabi, textbooks, presentations and handouts delivered within the University's learning management system, via email or via another digital means for face-to-face classes as well as online courses. It also includes digital instructional activities such as instructional videos, Web conferencing (Zoom), blogging, etc.
- **User:** Any individual who makes use of an Account to access the University's network services or Information Resources including students, faculty, staff, alumni and guests.