

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

<b>Title:</b>	Accessibility of information and technology
<b>Policy Number:</b>	04.71.13
<b>Issuing Authority:</b>	Vice President for Computer and Financial Services, and Chief Information Officer
<b>Responsible Officer:</b>	Vice President for Computer and Financial Services, and Chief Information Officer
<b>Date Created:</b>	November 15, 2012
<b>Date Last Amended/Reviewed:</b>	March 1, 2016
<b>Date Scheduled for Review:</b>	November 2017
<b>Reviewing Office:</b>	Office of the Vice President for Computer and Financial Services, and Chief Information Officer

### **I. Rationale**

Temple University is committed to ensuring that the information and technology that it creates or provides in conducting its activities is accessible in accordance with applicable law. All members of the university community with responsibility for creating, managing or disseminating information and technology are responsible for ensuring that such information and technology are compliant with this policy and the related standards and guidelines.

### **II. Policy**

- A.** Any information and technology — including, but not limited to, computers and ancillary equipment, instructional materials, software, videos, multimedia, telecommunications, or web-based content or products — developed, procured, maintained, or used in carrying out university activities must be compliant with Sections [504](#) and [508](#) of the Rehabilitation Act of 1973, as amended, the [Americans with Disabilities Act of 1990, as amended](#), and [other related local, state, and federal laws](#), as well as other related university policies.
- B.** Any information and technology must be accessible in accordance with official university standards and guidelines. The person responsible for the information or technology must undertake reasonable efforts to make it accessible in a timely manner upon becoming aware of non-compliance with university standards and guidelines. If the information or technology is required for coursework or for essential job functions, a timely review by the Accessible Technology Compliance Committee will determine if appropriate alternatives are available and can be implemented. If the alternatives cannot be implemented in a timely manner, the Accessible Technology Compliance Committee will consider requiring the removal of access to the information or technology.
- C.** The Accessible Technology Compliance Committee may grant exceptions to this policy under circumstances including, but not limited to, undue hardship or if a reasonable accommodation can provide appropriate access.

### **III. Accessible Technology Compliance Committee**

The Accessible Technology Compliance Committee will develop, review, and approve all guidelines and standards related to this policy. The committee will also evaluate and approve requests for exceptions. The university's chief information officer or his/her designee may assign other, related responsibilities to the committee.

The university's chief information officer or his/her designee will chair the Accessible Technology Compliance Committee, and will appoint other members of the committee, including but not limited to faculty, school or college technical staff, and representatives of Computer Services, Creative Services, Disability Resources and Services, Human Resources, the Provost's office and University Counsel.

### **IV. Definitions**

**Reasonable Accommodation:** Any change in the work or educational environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment or educational opportunities, except when such accommodation would cause an undue hardship or would fundamentally alter the nature or operation of the business or course of study.

**Undue Hardship:** With respect to accessibility accommodations, significant difficulty or expense, with a focus on the resources and circumstances in relation to the cost or difficulty to the university of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business or course of study.

### **V. Effective Date**

### **VI. Notes**

1. **Dates of official enactment and amendments:**
2. **History:**
3. **Cross References:**
  - [Web Sites, Web-Based Systems, and Web-Based Content Accessibility Standards and Guidelines](#)
  - [Accessible Multimedia Guidelines](#)
  - [Learning Space accessibility Guidelines](#)
  - [Computer Lab Accessibility Guidelines](#)
  - [Procurement Policies](#)
  - [Ratification of nondiscrimination policy](#)
  - [Nondiscriminatory policy as to students](#)
  - [Policy on Preventing and Addressing Discrimination and Harassment](#)
  - [Course Syllabus Policy](#)