



VI-1.00(E) UNIVERSITY OF MARYLAND WEB ACCESSIBILITY POLICY
(Approved by the President on an Interim Basis September 12, 2017; Amended and approved by the President on April 5, 2018)

I. POLICY

The University of Maryland is committed to creating and maintaining a welcoming and inclusive educational and working environment for people of all abilities and to ensuring equal access to information and services for all its constituencies. Web-based information and services delivery are the primary means by which the campus community and its visitors communicate and conduct business.

This policy sets minimum standards for the accessibility of all university Web-based information used to conduct university business and academic activities to ensure compliance with applicable state and federal regulations.

II. DEFINITIONS

“Web-based information” includes Web pages, Web content (hypertext, videos, documents, images, audio files, etc.), Web-based applications, online instructional content, services, and resources, including those developed by, maintained by, or offered through third-party vendors or open sources.

“University business and academic activities” refers to those activities that students, faculty, staff and/or visitors must perform in order to effectively participate in a program, service, or activity offered by the university.

“Legacy Web-based information” is any Web-based information or service created, adopted, or modified before the establishment of this policy.

“Web pages” includes both Web pages and websites used to conduct university business and academic activities.

III. REQUIREMENTS

- A.** All Web-based information newly adopted or redesigned by any university administrative, academic, or programmatic unit on or after the establishment of this policy must be in compliance with the World Wide Web Consortium’s [Web Content Accessibility Guidelines \(WCAG\) Version 2.0 AA conformance level](#).
- B.** Each university administrative, academic, and programmatic unit must establish priorities and timetables for updating its legacy Web-based information.

- C. All university Web pages (newly designed, or legacy), must contain the words “Web Accessibility” in the footer or any visible location and link to a common institutional Web page (<https://www.umd.edu/web-accessibility>) that contains the following statement: *“The University of Maryland is committed to equal access to Web content. If you need to request Web content in an alternative format or have comments or suggestions on accessibility, contact itaccessibility@umd.edu. For more information about accessibility at UMD, visit the UMD Accessibility Hub.”*
- D. The unit that owns and controls the Web-based information is responsible for any remediation, for responding to requests to make content accessible, for replacing or modifying the original content, or for providing an equally effective alternative that communicates the same information and provides equivalent functions in a timely fashion (ideally within 10 business days).

IV. EXCEPTIONS

- A. Any university administrative, academic, or programmatic unit may request an exception to the requirements of this policy on the basis that compliance with the World Wide Web Consortium's standard: (a) would result in a fundamental alteration to the content or functionality of any Web-based information, (b) would result in an undue burden (including financial or administrative burden), and/or (c) is not technically feasible.
- B. Units seeking an exception must submit an exception form found at <https://itaccessibility.umd.edu/> explaining in detail why the policy exception is being sought and how, if the requested exception is granted, the unit will provide equally effective alternative access and ensure, to the maximum extent possible, that individuals with disabilities will receive the same benefits or services as their nondisabled peers.

V. REVIEW

The Division of Information Technology (DIT) IT Accessibility Specialist (or designee) in collaboration with the American with Disabilities Act (ADA) Coordinator will initiate a review and necessary revisions of this policy and its associated standards as needed.

VI. RESPONSIBILITIES

- A. **Division of Information Technology (DIT)**
 1. Provides documentation and resources about Web accessibility.
 2. Provides campus-wide solutions to audit Web-based information for compliance with the standards of this policy.
 3. Works with the ADA coordinator to initiate a review and necessary revisions of this policy and its associated standards as needed.
 4. Consults with the ADA Coordinator on complaints, equally effective alternatives, and exceptions to the required compliance.
 5. Receives requests for exceptions and collaborates with the ADA Coordinator to evaluate and make decisions on requests for exceptions to this policy.

6. Grants exceptions to this policy.

B. ADA Coordinator

1. Works with the DIT IT Accessibility Specialist (or designee) to initiate a review and necessary revisions of this policy and its associated standards as needed.
2. Collaborates with DIT to resolve complaints for Web accessibility and assesses equally effective alternatives.
3. Advises the DIT IT Accessibility Specialist (or designee) on requests for exceptions to the policy.

C. University Relations

Provides standards and guidelines for Web pages to the university.

D. University Administrative, Academic, and Programmatic units

1. Comply with the requirements of this policy.
2. Remediate complaints about Web-based information in order to meet the requirements of this policy.
3. Purchase and produce Web-based services and resources that meet the requirements of this policy.

VII. CONTACTS

A. Policy and Complaints

DIT IT Accessibility Office | itaccessibility@umd.edu

B. Web Accessibility Testing, Training, Resources, and Technical Assistance

DIT IT Accessibility Office | itaccessibility@umd.edu | <https://itaccessibility.umd.edu/>

C. ADA Coordinator

dissup@umd.edu | 301.314.7682 | TTY/TDD: 301.314.7682