



Policy Chapter: Chapter 14 Information Technology

Policy Number and Title: 14.005 Electronic and Information Resources Accessibility

I. Policy Statement

The University of North Texas (UNT) is committed to providing an 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 (“EIRS”) that are accessible to all members of the University community and that meet the requirements of the Texas Department of Information Resources.

II. Application of Policy

Total University

III. Policy Definitions

A. DIR Accessibility Rules

“DIR Accessibility Rules,” in this policy, means rules issued by the Texas Department of Information Resources (DIR) regarding the development, procurement, maintenance and use of Electronic and Information Resources or Electronic and Information Resources (EIR or EIRS) 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.

B. Electronic and Information Resource or Electronic and Information Resources (“EIR” or “EIRS”)

“Electronic and Information Resource or Electronic and Information Resources (“EIR” or “EIRS”),” in this policy, means Information Technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, or delivery of data or information. The term electronic and information resources includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, and are not information technology.

C. Electronic Information Resource (EIR) Accessibility Plan

“Electronic Information Resource (EIR) Plan,” in this policy, means a plan, established and enforced by the EIR Coordinator to ensure compliance with EIR Accessibility Standards, in accordance with TAC § 206.70 and TAC § 213.

D. Exception

“Exception,” in this policy, means when a requirement of the DIR Accessibility Rules is waived by the President in accordance with this policy. An Exception must be determined by the President as necessary to avoid significant difficulty or expense to the University. At a minimum, an Exception shall include a written justification that will include the following: a date of expiration; a plan for alternate means of access for persons with disabilities; justification for the exception including relevant cost avoidance estimates; and signature of the President.

E. EIR Accessibility Coordinator

In accordance with Texas Administrative Code Title 1, Part 10, §213.41, “EIR Accessibility Coordinator,” in this policy, means the Information Technology Shared Services Director of Management and Risk Services.

F. Information Technology

“Information Technology,” in this policy, means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term includes computers (including desktop and laptop computers), ancillary equipment, desktop software, client-server software, mainframe software, Web application software and other types of software, firmware and similar procedures, services (including support services), and related resources.

G. State Website

In accordance with Texas Administrative Code Title 1, Part 10 §206.70, “State Website,” in this policy, means a website that is connected to the Internet and is owned, funded, or operated by or for a state agency or institution of higher education, including key public entry points.

H. Web Page

In accordance with Texas Administrative Code Title 1, Part 10 §206.70, “Web Page,” in this policy, means presentation of state website content, including documents and files containing text, graphics, sounds, video, or other content, that is accessed through a web browser.

IV. Policy Responsibilities

A. General

1. The UNT community will comply with the DIR Accessibility Rules, this policy, and procedures related to EIRS in the development, procurement, maintenance, or use of EIRS. Any request for an exception to the DIR Accessibility Rules, this policy or procedures related to EIRS shall be submitted to the EIR Accessibility Coordinator for

review and processing.

2. This policy shall apply to all Institutional owned websites and pages including campus home pages and key public entry points. The Vice President of University Brand Strategy and Communication (UBSC) and the EIR Accessibility Coordinator hold responsibility for ensuring websites conform to this policy.

B. EIR Accessibility Oversight

1. The EIR Accessibility Coordinator shall ensure:
 - a. Oversight and monitoring of development, support, maintenance, and compliance with this policy and University-wide compliance with the DIR Accessibility Rules.
 - b. Notification of University community of the EIR Accessibility Plan and procedures related to the development, maintenance, and use of EIRS that support compliance with the DIR Accessibility Rules.
 - c. Development and support of a plan by which EIRS and standards related to EIRS accessibility will be brought into compliance with the DIR Accessibility Rules, this policy, and procedures related to EIRS.
 - d. Oversight, support, and provision of training on compliance with the DIR Accessibility Rules, this policy, the established plan, and procedures related to EIRS.
 - e. Review of requests for exceptions to the DIR Accessibility Rules, this policy, and procedures related to EIRS.
 - i. In the event a request does not rise to the level of an Exception, as defined in this policy, then the EIR Accessibility Coordinator will ensure a decision is made regarding the request.
 - ii. In the event the request relates to the granting of an Exception, then the EIR Accessibility Coordinator will ensure the request meets the requirements for an Exception.
 - iii. If the request for an Exception complies with the requirements of this policy, then the EIR Accessibility Coordinator will ensure the request is forwarded to the President with a recommendation regarding adoption.
 - f. Maintenance of exception requests related to EIRS in accordance with the University's record retention schedule.
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2. The Procurement and Contracts Office and EIR Accessibility Coordinator shall:
 - a. Notify University community of procedures related to the procurement of EIRS that support compliance with the DIR Accessibility Rules.
 - b. Monitor compliance with the DIR Accessibility Rules, this policy, and procurement procedures related to EIRS concerning purchases made under purchasing contracts, purchase orders or P-Cards.
3. The University President shall review and, if acceptable, approve any Exception to the DIR Accessibility Rules.

V. Resources/Forms/Tools

Electronic and Information Resources Accessibility Compliance Plan
 Statewide Accessibility for Electronic and Information Resources
 Statewide Accessibility Resources (DIR)

VI. References and Cross-References

Section 508 of the Federal Rehabilitation Act (codified at 29 U.S.C. § 794d)
 Code of Federal Regulations, Title 36, Part 1194 - Electronic and Information Technology
 Accessibility Standards
 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, §206.70, Accessibility and Usability of Institution
 of Higher Education Web Sites

VII. Revision History

Policy Contact:	Chief Information Security Officer
Approved Date:	07/2009
Effective Date:	07/2009
Revisions:	08/2012*, 02/25/2022 * - format only