

# Technology Accessibility Policy

## Purpose

SUNY Cortland is committed to providing equal access to college information by ensuring our digital content is accessible by everyone regardless of physical or cognitive ability. This policy establishes standards for technology accessibility necessary to meet this goal and comply with state and federal laws.

## Scope

This policy applies to all persons and programs that 1) create digital content on behalf of SUNY Cortland or 2) acquire, implement or maintain software or digital services on behalf of SUNY Cortland.

## Definitions

Accessible – digital content is available and consumable by everyone regardless of physical or cognitive ability.

Accessible format – the structure and composition of digital documents and applications that are readable and usable by people with disabilities, using assistive technologies.

Digital Content – includes web pages, video and audio files, email messages, documents, spreadsheets, presentations (ex. PowerPoint), images, library databases, and other digital materials.

Software Applications and Digital Services - includes social media, websites, databases, web- and computer-based software applications.

Archived Digital Content – content that is no longer available to a wide audience but is subject to record retention plans.

Voluntary Product Accessibility Template (**VPAT**) is a document which evaluates how accessible a particular product is according to the WCAG 2.0aa standards. It is a self-disclosing document produced by the vendor which details each aspect of the WCAG 2.0 AA requirements and how the product supports each criteria.

## Standard

SUNY Cortland has adopted Web Content Accessibility Guideline (WCAG) 2.0 AA (or current version) to ensure compliance with state and federal laws.

## Policy

All active digital content must be in compliance with the technology accessibility standard defined within this document. Archived digital content need not be in compliance unless it returns to active status or is requested by an individual needing compliance.

Software Applications and Digital Services must be in compliance with the technology accessibility standard defined within this document and include proof via a VPAT. Software applications and digital services compliance will be reviewed at least annually.

#### Exemptions from the Policy

The following circumstances may qualify as exemptions from this policy (all require a request for exemption):

1. Where compliance is not technically possible or may require extraordinary measures due to the nature or intent of the information resource, application or service. Lack of sufficient funding for any particular college, department, program, or unit of the College would not be considered for an exemption.
2. Where compliance would result in a fundamental alteration of the software application or digital service, and not satisfy the original intent.
3. Where, in the case that software applications and digital services that are procured through third party vendors or contractors; and that no alternative accessible products are available from other third party vendors or contractors, procurement can be made of a non-compliant product.
4. Where the product is not currently in compliance, but efforts are underway to fix the defects by a defined date.

#### Requesting an Exemption from the Policy

Purchasers and developers of software applications and digital services may request exemption from meeting the requirements of this policy by completing the Request for Technology Accessibility Exemption Form, then submitting it to the Chair of the Technology Accessibility Advisory Committee (Associate Provost for Information Resources) for review and approval (if determined to be a justifiable reason for exception).

Approved by President's Cabinet 5/7/2018