ROOSEVELT UNIVERSITY

RU Policy No. 7.6

Responsible Division: Information Technology

Originally Issued: 07/2019

Last Revised: 07/2019

Revised Effective Date: 07/2019

Policy on Accessibility in Information Technology

Policy Statement

Consistent with Roosevelt University's commitment to diversity and inclusion, the University aims to ensure that the information and content accessed through its websites or web based applications is available to the broadest possible audience. To that end, this Policy establishes accessibility standards to ensure access to the University's web and online content, regardless of the user's physical or developmental abilities.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University's properties, including but not limited to the Auditorium Theatre of Roosevelt University ("ATRU"). Unless otherwise stated, the following definitions apply to this Policy:

- "**Employee**" shall refer to all University employees (including administrators, faculty, and staff), contractors, and volunteers.

- "**Websites or Web based applications**" shall refer to any website on the www.roosevelt.edu domain or any other official Roosevelt University website or web application related to the University's academic and non-academic programs, services, activities, or Employees.

- "**Web Content Editor**" shall refer to any individual with the ability to create, edit, or remove web content on a Website.

Policy

The University will endeavor to use Website designs that are reasonably compliant with the W3C's Web Content Accessibility Guidelines ("WCAG") 2.0 Level AA. Furthermore, the University will also endeavor to ensure that electronic documents and multimedia on webpages are consistent with this Policy. Webpages, electronic documents, forms, videos, and multimedia on webpages will be reviewed periodically to ensure compliance with this Policy.

A Web Content Editor is responsible for ensuring that each piece of Website content they create, edit, or maintain complies with this Policy; this is true even when the Web Content Editor is responsible for supervising an individual who assists them in creating, editing, or maintaining the content. When a Web Content Editor receives a complaint or other feedback about content accessibility on a Website that they created, edit, or maintain, within thirty (30) days they must (1) address the issue, and (2) report the issue and the remedy to Information Technology. If the issue is not addressed within that time period, Information Technology reserves the right to take the Website content offline until the issue is resolved.

An Employee who violates this Policy will be subject to disciplinary action, up to and including termination.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

All University Policies, including: RU Policy No. 2.1 (Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation).

Revision and Implementation

The VP for Information Technology/Chief Information Officer shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

All Vice Presidents shall have the authority to establish any procedures necessary to implement this Policy.