

29.01.04.C0.01 Electronic and Information Resources Accessibility



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Procedure Statement

This procedure specifies processes for ensuring the university's compliance with all laws regarding the accessibility of electronic and information resources (EIR) at Texas A&M University-Corpus Christi.

Reason for Procedure

Texas A&M University-Corpus Christi is committed to providing a working, learning, and service environment that affords equal access and opportunity to individuals with disabilities, in compliance with federal and state law. Consistent with this commitment, the university strives to provide EIR that are accessible to all authorized users and that meet the requirements of the Texas Department of Information Resources (DIR). This procedure implements the requirements of System Regulation 29.01.04, *Accessibility of Electronic and Information Resources*. This procedure applies to all faculty and staff of the university and to all university EIR.

Definitions

Accessibility Coordinator – In accordance with System Regulation 29.01.04, *Accessibility of Electronic and Information Resources*, the Chief Information Officer (CIO) appoints an Accessibility Coordinator. In the absence of an Accessibility Coordinator, the CIO will serve in this capacity.

DIR Accessibility Rules – Rules issued by the Texas DIR regarding the development, procurement, maintenance, and use of EIR 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.

Information Resource Manager (IRM) – The IRM oversees the acquisition and use of information technology within the university and ensures that all information resources are acquired

appropriately, implemented effectively, and comply with this procedure.

Procedures and Responsibilities

1. Compliance

All faculty and staff will comply with DIR accessibility rules, System Regulation *29.01.04, Accessibility of Electronic and Information Resources*, this procedure, and related policies in the development, procurement, maintenance, or use of EIR.

2. Compliance Plan

The Accessibility Coordinator will develop, publish, and implement a plan to maintain university EIR compliance with DIR accessibility rules.

3. DIR EIR Surveys

The Information Resource Manager (IRM), with assistance from the Accessibility Coordinator, will conduct and complete EIR surveys as required by DIR.

4. Exceptions

4.1. An exception must be based on a determination that compliance would impose significant difficulty or expense on the university. At a minimum, an exception must include: a date of expiration, a plan for alternate means of access for persons with disabilities, a justification for the exception including relevant cost avoidance estimates, and documentation of how the university considered all resources available for the purpose for which the EIR is being developed, procured, maintained, or used. Examples include, but are not limited to, budgets, grants, and alternative vendor or product selections.

4.2. Any request for an exception to DIR accessibility rules must be submitted to the Accessibility Coordinator for review and processing.

4.3. The Accessibility Coordinator will review requests for exceptions to DIR accessibility rules, make determinations regarding requests, ensure that requests meet the requirements for an exception, and forward requests to the IRM with a recommendation regarding approval.

4.4. The IRM will further review exception requests, make recommendations regarding approval, and forward requests to the president or his/her designee with a recommendation regarding approval.

4.5. The president or his/her designee will review and, if acceptable, approve exceptions

to DIR accessibility rules.

- 4.6. The Accessibility Coordinator will maintain exception requests in accordance with the university's record retention schedule.

5. Monitoring

The Accessibility Coordinator, in cooperation with the Director of Contracts and Property and the Director of Procurement & Disbursements, will monitor compliance with DIR accessibility rules, this procedure, and related policies with regard to EIR purchases made under purchasing contracts, purchase orders, or procurement cards.

6. Notification

- 6.1. At the advisement of the Accessibility Coordinator, the Director of Procurement & Disbursements will notify the university community of procedures that support compliance with DIR accessibility rules with respect to the procurement of EIR.

- 6.2. The Accessibility Coordinator will notify the university community of procedures related to the development, maintenance, and use of EIR that support compliance with DIR accessibility rules.

7. Oversight

The Accessibility Coordinator will oversee and monitor development, support, maintenance, and compliance with this procedure and university-wide compliance with DIR accessibility rules.

8. Policy Review

At least biennially, the Accessibility Coordinator, the Director of Contracts and Property, and the Director of Procurement & Disbursements will review this procedure and any related university rules or procedures, and update those documents as necessary.

9. Support

The IRM will provide necessary technical support that allows the Accessibility Coordinator to fulfill his/her responsibilities under this procedure.

10. Training

The Accessibility Coordinator will oversee and provide training on compliance with DIR accessibility rules, this procedure, and related rules or procedures.

11. Reporting

At least biennially, the Accessibility Coordinator, the Director of Contracts and Property, and the Director of Procurement & Disbursements will prepare and submit a report to the IRM detailing the university's compliance with the DIR accessibility rules.

Related Statutes, Policies or Requirements

[Code of Federal Regulations, Title 36, Part 1194 – Electronic and Information Technology Accessibility Standards](#)

[Section 508 of the Federal Rehabilitation Act, \(29 U.S.C. §794d\)](#)

[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, Institution of Higher Education Websites, §206.70, Accessibility](#)

System Regulation [29.01.04, Accessibility of Electronic and Information Resources](#)

University Rule [08.01.01.C1, Civil Rights Compliance](#)

This procedure supersedes:

- *29.01.04.C1, Electronic and Information Resources Accessibility*
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Contact Office

Contact for clarification and interpretation: The Office of the Associate VP for Information Technology and CIO
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