

## **CSUSB Web Accessibility Standards**

Adopted from CSU ATI Accessibility Requirements, WCAG 2.0 (Level A and AA)\* for use at California State University, San Bernardino

\* CSUSB adopted one AAA item from WCAG 2.0, Link Purpose (Link Only), Understanding SC 2.4.9: A mechanism is available to allow the purpose of each link to be identified from link text alone, except where the purpose of the link would be ambiguous to users in general. (Level AAA)

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## Introduction and Scope

Administrative websites must comply with the CSUSB Information Technology (IT) Accessibility Policy and the California State University (CSU) Accessible Technology Initiative (ATI) accessibility standards. All Electronic & Information Technology (E&IT) that contains information necessary for students, faculty, staff and interested parties to conduct business with the University, and employees of the University as part of their job duties, must comply with the following standards and guidelines. These standards and guidelines apply to all university units including auxiliary units.

The criteria for determining a site's compliance is based on two requirements:

- Utilizing the CSU approved ATI tool(s)
- Manual evaluation

## Governance

The CSUSB ATI Steering Committee oversees the implementation of the CSUSB Web Accessibility Standards. Any changes will be reviewed and approved by the CSUSB ATI Steering Committee.

On an annual basis the ATI Steering Committee designee will:

- Review and revise the CSUSB Web Accessibility Guidelines as necessary
- Develop and publish a Web Accessibility Plan
- Establish metrics for Web Accessibility and distribute those results

## Assessment Process

### Web/Web Applications

The Web Accessibility Coordinator has been assigned the assessment process. Assessments will be conducted as follows:

- Utilize CSU tool(s) to generate notifications of accessibility issues
- Conduct manual evaluations and provide reporting
- Closely monitor Websites that are deemed critical to student success:
  - Core websites have been identified as critical to student success and/or critical in nature and/or high traffic.
  - Vendor Core website is classified as such if CSUSB is not the sole proprietor or author of the site. Additionally, a core vendor website is one that has been identified as critical to student success and/or critical in nature and/or high traffic.
- Implement follow-up processes to remediate unresolved accessibility issues

Website owners are responsible for ensuring that websites/web applications comply with the CSUSB Information Technology (IT) Accessibility Policy and the California State University (CSU) Accessible Technology Initiative (ATI) accessibility standards.

## Digital Content

Owners of websites containing digital content must ensure adherence to the CSUSB Accessibility Guidelines.

## New Development

### Web/Web Applications

The Web Services Coordinator has been assigned the development process to ensure compliance with all accessibility guidelines. Development will be conducted as follows:

- Utilize CSU approved tool(s), manually evaluate results, and correct deficiencies
- Prior to providing access, ensure content editors and web developers are trained on both accessibility guidelines and use of CSU approved tool(s) for validating the accessibility of webpages
- Web Accessibility Coordinator will assess template and module changes prior to implementation
- Web Services will provide notification on new and decommissioned websites to the Web Accessibility Coordinator as they occur

## Digital Content

Producers of digital content must develop material in adherence to the CSUSB Accessibility Guidelines.

## Monitoring Process

### Web/Web Applications

The Web Accessibility Coordinator has been assigned the monitoring process. The monitoring process will entail:

- Working with content editors and web developers when patterns of inaccessible content occur
- Conducting automated scans of Web/Web Applications

Web Services will monitor websites that are deemed critical to student success and/or critical in nature and/or high traffic.

## Digital Content

Owners of websites containing digital content must ensure changes to materials adhere to the CSUSB Accessibility Guidelines.

## Exemptions

Any exception to these standards requires submission for review and recommendation to the ATI Coordinator. The ATI Coordinator will submit documentation to the appropriate MPP for approval.

- Exemptions will be valid for up to one year
- An accessibility roadmap must be completed and reviewed annually

- If accessibility issues are identified as high impact, the requesting entity must complete an Equally Effective Alternate Access Plan (EEAAP)
- High impact accessibility issues will be added to the CSUSB accessibility statement

### **Campus Awareness and Training**

The ATI Coordinator has been assigned the communication process to ensure that:

- Ongoing general communication promotes accessibility awareness into the orientation of faculty, staff, and students
- Ongoing training on creating compliant web pages and digital content is available to the campus community
- Web-based repositories of training materials are available to the campus community
- Campus community is aware of accessibility guidelines
- The ATI Web Subcommittee collaborates with various campus stakeholders

## Revision Control

Document Title: CSUSB Web Accessibility Standards

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### File Reference:

Date	By	Action	Pages
8/23/2016	RP, LM, JF, JT, CF.	Split Standards & Guidelines into two separate documents	All
8/23/2016	RP, LM, JF, JT, CF.	Updated document to meet CSU Baseline Standards.	All

### Review/Approval History

Date	By	Action	Pages
8/29/16	ATI Steering Committee	Approved	All