Digital Accessibility Policy

Policy Statement

Grinnell College is committed to providing equitable access to digital information and information technology, including services and the physical and virtual environments in which information technology is used.

Ensuring equal and effective electronic and information technology access is the responsibility of all College administrators, faculty, staff, and College-sponsored student organizations. These responsibilities include the

- use of Web page design standards that provide access for all, including those with disabilities;
- use of hardware and software products that promote universal design and access; and
- provision of accessible technology-related work environments that accommodate all users.

Summary

Grinnell College provides equal opportunity to its educational and administrative services, programs, and activities in accordance with federal and state law. This policy extends to the college's digital and information technologies and applies to their
    electronic media accessibility,
- software, hardware, and systems accessibility; and
- procurement

Purpose

Incorporating principles of universal design in the development, acquisition, and implementation of information technology and related resources helps the college to ensure that these resources (documents, Web pages, information, services, etc.) are accessible to the widest possible audience.

This policy will help ensure that all individuals have access to information and information technology associated with administration and services, courses of instruction, departmental programs, and College-sponsored activities.

Legal Requirements

- [Americans with Disabilities Act](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- [Section 508 of the Rehabilitation Act Amendments of 1998](#)
- [Higher Education Opportunity Act of 2008](#)
- [Iowa Civil Rights Act](#)

Guidelines

The Dean of the College (or designee) is responsible for interpreting the Digital Accessibility Policy and providing executive authority, with consultation as necessary, over all digital accessibility within the scope of this policy.

The following circumstances may qualify as exemptions from this policy:

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, a request for exemption must be made. Lack of sufficient funding for any particular department, program, or unit of the college would not be considered a valid reason for an exemption.
2. Where compliance would result in a fundamental alteration of the information resource, application, or service, and not satisfy the original intent.
3. Where the product is not currently in compliance, but efforts are underway to fix the defects by a defined date.

An exemption to this policy may be made by submitting an exemption request form to be reviewed by the Dean of the College (or designee) and the Chief Information Officer (or designee). Non-compliant information technology must not be purchased or developed prior to receiving an exemption approval.

Accessibility Standard

[Web Content Accessibility Guidelines (WCAG)](#) level AA, shall serve as the Web accessibility standards ("College Web Accessibility Standards") for Grinnell College.

WAI-Aria 1.0, and ATAG 2.0 standards (extrapolated as needed for non-Web environments); and

- create and present accessible courses and instructional material.

Document Accessibility

This policy applies to all College-produced or distributed electronic documents.

Software, Hardware, and Systems Accessibility

All software, hardware, and systems procured, whether purchased or adopted without cost to the College or users, must be accessible and must produce accessible products unless granted an exception under this policy. Accessible, in this context, means compatible with assistive technology. Examples of software, hardware, and systems include, but are not limited to, learning and content management systems, library and email systems, administrative management systems such as finance, registration and human resources, and all software, hardware and software services used for student services. Software includes freeware, shareware, desktop, enterprise, subscription and remotely-hosted options. Software that is accessed through a Web browser must also be accessible according to the Web Accessibility section of this policy.

The US Access Board's Guide 508 Standards Software Applications and Operating Systems standards must be used to determine accessibility.

- Software, hardware, local interfaces and modifications, and electronic systems must be accessible.
- All applications (Web, desktop, mobile, etc.) developed on campus or with College resources must be accessible according to principles of the College Web Accessibility Standards, WAI-Aria 1.0, and ATAG 2.0 standards (extrapolated as needed for non-Web environments).
- Assistive technologies must be available to students working in campus labs or on publicly-accessed campus computers. Whenever possible they should be included in tp4l*Td [(,)1 (W)1 (AI)]TJ 0 T9p2 lsisnvsted as   b   imm(s)5.9   -0.9   ((   )]

designee. This information will be reviewed for compliance with this policy prior to procurement.

- When the college contracts with a third party to provide technology products or services with a user interface or end product, consideration should be given to whether including an accessibility compliance clause or addendum to the contract is appropriate.

- When a contract is renewed, consideration should be given to whether an accessibility compliance clause or addendum to the contract is appropriate if the subject matter is not already addressed in the contract. In addition, an accessibility review of the product is required before submitting the contract to purchasing if the contract does not have an accessibility clause or addendum. If the product is not fully accessible, an accessibility exceptions request must be submitted and the vendor contacted to determine remediation ti (ia)10h tt.

a comparable time and with comparable effort on the part of the requestor. If the context of the information or service the page provides cannot be made accessible within 10 business days, this timeframe may be extended in consultation with the Assistant Dean for Disability Resources.

Appendix B Implementation Supports

Requests for data on site usage to determine most visited pages can be requested by submitting a [technology service desk ticket](#).

Training on digital accessibility principles and product specific accessibility features will be offered routinely and can be signed up for in advance on the