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| Governing Body: | Southern Oregon University | Date Approved: | October 2, 2025 |
| Policy Contact: | Director of Human Resources | Approved By: | President |
| Custodial Office: | Finance and Administration | | |
| Related Policy: | | | |

A. Description

Southern Oregon University is committed to providing equal and integrated access for all students with disabilities to academic, social, cultural, housing and recreational programs. SOU does not discriminate on the basis of disability in administration of its programs or activities, and has an institutional commitment to provide full and equal opportunities for individuals with disabilities who are otherwise qualified to participate in, benefit from, and enjoy all the programs and services of the University.

This policy extends to the University’s electronic and information technologies and applies to their procurement, development, implementation and ongoing maintenance.

This policy is in accordance with federal and state laws, including the Americans with Disabilities Act of 1990 (ADA), the Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Section 508 of the Rehabilitation Act as amended.

The purpose of this policy is to provide processes by which University administrators, faculty and staff will create, obtain, and maintain all electronic and information technology (EIT) in a manner that ensures EIT is accessible to individuals with disabilities.

These policies and procedures apply to the following areas:

- Web Accessibility
- Instructional Materials Accessibility
- Document Accessibility
- Electronic Media Accessibility
- Software, Hardware and Systems Accessibility
- Procurement

B. Definition(s)

Accessible – Individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.

Disability – A physical or mental impairment that substantially limits one or more major life activities.

Electronic and Information Technology (EIT) – Includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. The term electronic and information technology includes, but is not limited to, the internet and intranet websites, content delivered in digital form, electronic books and electronic book reading systems, search engines

and databases, learning management systems, classroom technology and multimedia, personal response systems (clickers) and office equipment such as classroom podiums, copiers and fax machines. It also includes any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, creation, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information. This term includes telecommunication products (such as telephones), information kiosks, Automated Teller Machines (ATMs), computers, ancillary equipment, software, firmware and similar procedures, services (including support) and related resources.

C. Policy Statement

1. Web Accessibility

1.1 Scope

These policies and procedures apply to all University web pages and programs used to conduct University business and activities, including web resources used in courses.

1.2 Standards

All web pages, websites and web-based software published, hosted or used by the University will meet the standards and guidelines outlined in the Web Content Accessibility Guidelines (WCAG) 2.0 published by the W3C as follows. All pages will meet level AA guidelines with limited exceptions outlined at Appendix A. All University websites, unless technically impossible, will include a link to the University's main accessibility page which includes a statement of commitment to web accessibility.

2. Instructional Materials Accessibility

2.1 Scope

This policy applies to all electronic instructional materials (syllabi, textbooks, presentations, handouts, etc.). This includes electronic instructional materials delivered within the University's learning management system, in face-to-face classes, or in an alternate fashion (email, blogs, etc.) and electronic instructional activities (online collaborative writing, web conferencing, etc.).

2.2 Standards

All electronic instructional materials, optional and required, will be accessible and as effective and usable for persons with disabilities as they are for persons without disabilities. Instructional materials and activities will be made available to all students at the same time. All instructional materials must meet all applicable standards and guidelines outlined in this policy.

3. Document Accessibility

3.1 Scope

This policy applies to all University produced and maintained or distributed electronic documents. Electronic documents include, but are not limited to, word processing documents, PDFs, presentations, publications and spreadsheets which are scanned, uploaded, posted or otherwise published or distributed electronically. Legacy documents must be made accessible upon request. Departments will designate a person responsible for making legacy documents accessible and will publish contact information for that

person as well as anticipated timelines for availability of accessible versions once the request has been made.

3.2 Standards

Electronic documents must be accessible. Electronic interaction with University policies, procedures, notifications and other documents must be as effective and usable for persons with disabilities as it is for persons without disabilities. Electronic documents must meet the standards and guidelines outlined in the [Guidance on Applying WCAG 2.0 to Non-web information and Communications Technologies](#), published by the W3C as the Working Draft, December 13, 2012. PDF documents will comply to the PDF/UA standard (ISO 14289).

4. Electronic Media Accessibility

4.1 Scope

All departments will purchase and produce only accessible multimedia and update existing inaccessible media as it is put into use. All media resources used in University programs and activities must be accessible. This includes but is not limited to media that is instructional, informational, marketing or promotional.

4.2 Standards

Video media resources will be closed captioned and audio-described and audio resources will be transcribed.

5. Software, Hardware and Systems Accessibility

5.1 Scope

All software, hardware and systems purchased must be accessible and must produce accessible products. 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, and 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 and is discussed under Section 1 of this policy.

5.2 Standards

Southern Oregon University will use the following standards to determine accessibility: [US Access Board's Guide 508 Standards – Software Applications and Operating Systems](#)

6. Procurement

6.1 Scope

This process applies to all University purchases of EIT software, hardware, and services.

6.2 Standards

Purchase orders and contracts for EIT must include the following clause:

“Contractor acknowledges that no University funds may be expended for the purpose of information technology equipment and software for use by employees, program participants, or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually

impaired. In addition, Contractor acknowledges that such information technology equipment and software will provide equal and effective access to all individuals in accordance with federal and state laws and regulations, including, but not limited to, the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and Section 508 of the 1973 Rehabilitation Act.”

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Relevant Authority

E. Other Information

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.