TEMPLE UNIVERSITY
POLICIES AND PROCEDURES

Title:	Accessibility of Information and Technology
Policy Number:	04.71.13
Issuing Authority:	Office of the Vice President for Information Technology
Responsible Officer:	Vice President for Information Technology
Date Created:	November 15, 2012
Date Last Amended/Reviewed:	November 2022
Date Scheduled for Review:	January 2024
Reviewing Offices:	Information Technology Services

I.   Rationale

Temple University is committed to ensuring that the information and technology that it creates or provides in conducting its activities is accessible in accordance with applicable law. All members of the university community with responsibility for creating, managing, or disseminating information and technology are responsible for ensuring that such information and technology are compliant with this policy and the related standards and guidelines.

II.   Policy

A. Any information and technology — including, but not limited to, computers and ancillary equipment, instructional materials, software, videos, multimedia, telecommunications, or web-based content or products — developed, procured, maintained, or used in carrying out university activities must be compliant with Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, as amended, and other related local, state, and federal laws, as well as other related university policies.

B. Any information and technology must be accessible in accordance with official university standards and guidelines. The person responsible for the information or technology must undertake reasonable efforts to make it accessible in a timely manner upon becoming aware of non-compliance with university standards and guidelines. If the information or technology is required for coursework or for essential job functions, a timely review by the Accessible Technology Compliance Committee (ATCC) will determine if appropriate alternatives are available and can be implemented. If the alternatives cannot be implemented in a timely manner, the ATCC will consider requiring the removal of access to the information or technology.

C. The ATCC may grant exceptions to this policy under circumstances including, but not limited to, undue hardship or if reasonable accommodation can provide appropriate access.

III. <u>Accessible Technology Compliance Committee</u>

The ATCC will develop, review, and approve all guidelines and standards related to this policy. The committee will also evaluate and approve requests for exceptions. The university's chief information officer or his/her designee may assign other, related responsibilities to the committee.

The university's chief information officer or his/her designee will chair the ATCC, and will appoint other members of the committee, including but not limited to faculty, school or college technical staff, and representatives of Information Technology Services, Disability Resources and Services, Human Resources, the Provost's office, and University Counsel.

IV. <u>Definitions</u>

Reasonable Accommodation: Any change in the work or educational environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment or educational opportunities, except when such accommodation would cause an undue hardship or would fundamentally alter the nature or operation of the business or course of study.

Undue Burden: With respect to accessibility accommodations, significant difficulty, or expense, with a focus on the resources and circumstances in relation to the cost or difficulty to the university of providing specific accommodation. Undue burden refers not only to financial difficulty, but to accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business or course of study.

V. <u>Effective Date:</u> November 15, 2012

<u>Notes</u>

1. **History:**

   Last Amended:

   November 2022: Updated to reflect current Bylaws and job titles.

2. **Cross References:**

   - [Temple University Accessible Technology Standards and Guidelines](#)
     - ○ Accessibility Guidelines for Multimedia
     - ○ Computer Lab Accessibility Guidelines

- Web Accessibility Standards and Guidelines
- Learning Space Accessibility Guidelines

- Related or Referenced University Policies
  - [Procurement Policies](#)
  - [Ratification of nondiscrimination policy](#)
  - [Nondiscriminatory policy as to students](#)
  - [Policy on Preventing and Addressing Discrimination and Harassment](#)
  - [Course Syllabus Policy](#)