



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



DRAFT – Digital Accessibility

Policy Number	2-006.1
Responsible Authority	<u>Director, Office of Nondiscrimination & Accommodations Compliance Associate Vice President, Deputy Chief Compliance & Ethics Officer</u>
Initiating Authority	Vice President, People and Workplace Experience
Effective Date	
Date of Origin	6/20/2022

APPLICABILITY/ACCOUNTABILITY

This policy applies to all information and communication technology (ICT) members of the university community and encompasses all programs, services, and activities provided to students, employees, and the public that are developed, procured, maintained, and used by the University of Central Florida directly or through contractual, licensing, or other arrangements.

POLICY STATEMENT

The University of Central Florida is committed to ensuring equitable access for individuals with disabilities to participate in and benefit from the university's services, courses, programs, and activities in compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. In accordance with this commitment, the University of Central Florida adopts the Web Content Accessibility Guidelines version 2.10 AA as the guiding accessibility standard for all Information and Communication Technology (ICT). Additionally, UCF will comply with federal laws including the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Individuals responsible for the development, maintenance, or purchase of web pages, content or applications must strive to comply with the accessibility standard adopted by the university. Willful and repeated failure to comply with this policy may result in disciplinary action up to and including termination of employment. UCF may terminate any business relationship with contractors, vendors, and others who fail to adhere to this policy when performing university business.

University leaders are responsible for raising awareness of and setting the expectation for adherence to this policy across their respective areas. Each college, department, and unit must take appropriate steps to ensure that all ICT disseminated to students, employees, applicants, participants, and members of the public conforms to WCAG 2.1 AA in compliance with this

policy. Additionally, university employees who create, manage, or procure digital content and systems share the responsibility to ensure all ICT conforms to WCAG 2.1 AA in compliance with this policy.

Failure to comply with this policy may create barriers that negatively impact student success and may hinder employees in fulfilling their professional responsibilities. Actions that violate this policy may expose the responsible individual and/or the university to legal risk, financial penalties, or potential loss of funding.

Compliance Timelines

~~The party responsible for creating and/or maintaining the University web pages, web applications, and web content that are developed, published, or hosted by the university and created, redeveloped, or undergo substantial revisions after June 26, 2023, shall strive to conform to WCAG 2.0 AA.~~

~~The party responsible for creating and/or maintaining the University web pages, web applications, and web content that are developed, published, or hosted and were in existence prior to June 26, 2023, shall strive to conform to WCAG 2.0 by December 31, 2024.~~

~~Legacy web pages and web content shall be made accessible in a timely manner upon request.~~

~~The party responsible for creating and/or maintaining all multimedia resources posted to university web pages and applications, as well as multimedia used in university programs, courses, and activities, shall strive to conform to WCAG 2.0 AA by June 26, 2023.~~

~~The party responsible for creating and/or maintaining content that is created, redeveloped, or undergoes substantial revisions and is posted to the university LMS after June 26, 2023, shall strive to conform to WCAG 2.0 AA.~~

~~The Council on Accessibility, in collaboration with institutional stakeholders, will develop guidance and training on digital accessibility, including how to conform to WCAG 2.0 AA.~~

Procurement

~~All ICT purchased by the university is expected to conform to WCAG 2.0 AA. If a product meets some, but not all the standards, the university strives to purchase the product that best meets the standards. If a product does not meet accessibility standards, the party responsible for purchasing the content will work with the vendor to create an equally effective alternative access plan.~~

DEFINITIONS

Archived web content. Content included on university websites that meet all of the following criteria:

- Content was created prior to April 24, 2026, **AND**
- Content is kept only for reference, research, and recordkeeping, **AND**

- Content is kept in a special area for archived content, **AND**
- Content has not been changed or updated since it was archived

~~**Equally effective manner.** An alternative format that allows a person with a disability to obtain the same information as the original format in a timely fashion.~~

~~**Conforming alternate version.** A separate version of web content that is accessible, up to date, contains the same information and functionality as the inaccessible web content, and can be reached in particular ways, such as through a conforming page or an accessibility-supported mechanism.~~

~~**Conventional electronic documents.** Documents that are included on university websites that meet all of the following criteria:~~

- Documents that are work processing, presentation, PDF, or spreadsheet files, **AND**
- Were available on university websites before April 24, 2026

~~**Individualized documents that are password-protected.** Documents that meet all of the following criteria:~~

- Documents that are word processing, presentation, PDF, or spreadsheet files, **AND**
- Documents that are about a specific person, property, or account, **AND**
- Documents are password-protected or otherwise secured

Information and communication technology (ICT). Information and communication technology encompasses all electronic technology and resources used for communication, instruction, and the distribution of information. ICT includes, but is not limited to:

- Instructional systems
- Online instructional lessons
- Web-based services
- Software applications
- Electronic documents
- Computers
- Hardware systems
- Telecommunication products
- Video and multimedia products
- Mobile devices
- Online events
- Mobile applications
- Social media platforms
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~~**Learning Management System (LMS).** A software application primarily used to deliver educational content, courses, and training. UCF's learning management system is branded "Webcourses@UCF". Also known as Webcourses.~~

~~**Legacy content.** Web pages or digital content created and published seven years prior to the effective date of this policy.~~

~~**Substantial revisions.** Significant updates and design changes that are more substantial than simple text changes.~~

~~**Web content.** Text and multimedia (videos and images) content posted to web pages.~~

~~**Web Content Accessibility Guidelines (“WCAG”).** A widely adopted international standard for web content accessibility. WCAG is ~~cited as the~~ accessibility standard required by in Section 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).~~

~~**Websites.** A group of connected webpages created and published by the university in the scope of university-related business.~~

PROCEDURES

Colleges, departments, and units will use the Digital Accessibility Guides to assist in making ICT conform to WCAG 2.1 AA and may also obtain additional guidance and resources available at Accessibility at UCF.

~~Reporting Accessibility Issues~~

~~Any person experiencing accessibility issues with ICT resources should report said issues through the Accessibility Barrier Reporting Form.~~

Exceptions

The following content is not required to meet WCAG 2.1 AA:

- Archived web content
- Conventional electronic documents available prior to April 24, 2026
- Content posted by third parties where the third party is not posting due to contractual, licensing, or other arrangements with the university
- Individualized documents that are password-protected
- Social media content posted prior to April 24, 2026

In limited instances ~~When~~ WCAG 2.1 AA compliance is not technically feasible ~~or would~~ require extraordinary measures due to the nature or purpose of the ICT, the college, department, or unit must ensure the ICT is available for individuals in a conforming alternate version and must submit a Digital Accessibility Conforming Alternate Version Form in advance for approval. ~~a request for exception can be made via the Digital Accessibility Exception Request Form. This request must include information on how the department will make the ICT available for individuals in an equally effective manner. Insufficient funds of a particular department will not be considered as a valid qualification for exception, except in rare circumstances and as approved by OIE.~~

Reporting Accessibility Issues

Any person experiencing accessibility issues with ICT resources should report said issues through the Accessibility Barrier Reporting Form.

Policy Review Process

This policy will be reviewed on an annual basis by the Council on Accessibility.

RELATED INFORMATION

Web Content Accessibility Guidelines

<https://www.w3.org/WAI/standards-guidelines/wcag/>

[Americans with Disabilities Act – Subpart H – Web and Mobile Accessibility](https://www.ada.gov/law-and-regs/regulations/title-ii-2010-regulations/#-35200-requirements-for-web-and-mobile-accessibility)

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CONTACTS

[For hands on support:](#)

[UCF's Digital Accessibility Lab](#)

<https://access.ucf.edu/digital-accessibility-lab/>

[For questions regarding compliance with the ADA:](#)

Kristeena LaRoue

ADA Coordinator — ~~Digital Accessibility & Universal Design~~

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