COLORADO STATE UNIVERSITY

ACCESSIBILITY OF ELECTRONIC INFORMATION TECHNOLOGY STANDARDS

University Website Standards

All university web developers and content editors creating university web pages published on or after the effective date of this policy will refer to the most current published version of the [Web Content Accessibility Guidelines (WCAG) AA Success Criteria](#). Developers should strive to apply all aspects of WCAG.

A university web page is considered "redesigned" if significant alteration or update is made to the design of a page or a major revision of the content of a page takes place. All new and redesigned university web pages will meet WCAG 2.2 Level AA guidelines with limited exceptions. Evaluations may be requested through the Accessibility by Design website.

Archived web pages do not have to be converted to the WCAG standard unless specifically requested by an Individual With a Disability who would otherwise be allowed access or when the web page is republished.

University departments and employees must be prepared to provide content and/or services in an Equally Effective alternative format as required.

University Application Standards

Software or electronic systems that Colorado State University requires students or employees to use in completing university business must be accessible or have a roadmap for being made accessible, whether purchased or home-grown (e.g., RamWeb, admissions applications, testing, exam proctoring, purchasing, human resources, trainings, professional development, etc.).

The accessibility of a product will be assessed in the same process outlined for Procurement in this policy.

Academic Content Standards

Academic Content includes course and instructional materials such as PDF files, Word documents, PowerPoint slides, videos, podcasts, etc., uploaded into a Learning Management System. Instructors should also consider the accessibility of any e-textbooks, adaptive courseware, apps, etc., or other software or hardware that they require students to use in their courses.

Academic Content should be accessible by design. Any inaccessible Academic Content must be made accessible, or an Equally Effective manner of access provided, upon request by an Individual With a Disability who needs to access the content as determined through the Student Disability Center or Office of Equal Opportunity.

Legacy Academic Content

Existing inaccessible content that is most actively used in courses or university processes should be prioritized to meet the university's Accessibility of Electronic Information Technology policy and these standards, as well as content needed immediately for an accommodation.

New & Redesigned Academic Content

All University employees should incorporate the **"Emerging"** level of the [Steps to Inclusive Content](#) identified on the Accessibility by Design website when creating or redesigning Academic Content for active use.

If there is a need to make new and redesigned content accessible or to be provided in a timely manner in an equally accessible format, students should contact the Student Disability Center and all others should contact the Office of Equal Opportunity.

Video Requirements

Short videos intended for websites or software systems should have accurate captions.

Videos with significant visual elements may warrant description, either through an attached transcript or audio description.

Academic Videos

Academic Content videos will be captioned in a tiered approach:

1. Auto-captions should be enabled on all videos in platforms where the feature is available, for a base level of accessibility. Information regarding capabilities of various video hosting platforms is available on the Accessibility by Design website.

2. In courses where captions or audio description are needed for a specific accommodation, the SDC will coordinate the process of acquiring accurate captions or audio description.

Live Events

Auto-captions should be made available for live events that are being provided through digital means. Additional sign language interpretation may also be necessary in some cases.