University Procedure
Texas A&M University-Kingsville

29.01.04. K1.01 Accessibility of Electronic and Information Resources
Approved June 30, 2009
Revised June 19, 2013
Next Scheduled Review June 1, 2015

Procedure Statement

This procedure provides guidance to Texas A&M University-Kingsville management with respect to meeting the accessibility guidelines in accordance with Texas A&M System regulation 29.01.04 Accessibility of Electronic and Information Resources and Texas Administrative Code, Title 1, Chapters 206 and 213.

Reason for Procedure

Texas A&M University-Kingsville’s electronic and information resources must be accessible to users with all levels of ability.

Procedure

1. GENERAL

Purpose

This procedure sets forth guidance for the Texas Department of Information Resources (DIR) with regard to the accessibility of all electronic and information resources developed, procured, or changed by Users including but not limited to:

1. Telecommunication products, such as telephones;
2. Transaction machines;
3. Applications;
4. Internet and intranet websites;
5. Multi-media (including videotapes); and
6. Office equipment, such as copiers and fax machines
Scope

1. This procedure applies to all Users and EIR owners while employed with TAMUK. All Users and EIR owners are responsible for understanding and complying with the terms and conditions of this policy.

2. This procedure applies to, but is not limited to, electronic and information resources developed, procured, maintained, or used by TAMUK directly, or by vendors and/or service providers whose contract terms require the use of electronic and information resources.

Procedure

1. General
   TAMUK’s electronic and information resources must be accessible to Users with all levels of ability. TAMUK must comply with all provisions of Chapter 2054, Subchapter M of the Texas Government Code and Texas Administrative Code Chapters 206 and 213.

2. Responsibilities
   TAMUK must ensure provisions of this policy for state websites and electronic and information resources are fulfilled.

3. Request for Accommodation
   Reasonable efforts shall be made to accommodate Users of EIR with enabling software, assistive devices, or other means. When a User is unable to access DIR’s EIR, he or she may contact DIR to request that an alternate format or method to access the information be provided. DIR shall provide instructions on its websites for requesting an accommodation.

4. Exception from Compliance
   Only the University President or designee may grant an exception from complying with an accessibility rule, in accordance with the DIR Compliance Exception Procedure. [TGC 2054.460, TAC 213.17]

   EIR owners of inaccessible EIR shall submit an exception request to the University President or designee for each developed or procured EIR including outsourced development, which does not comply with appropriate standards and specifications. [TGC 2054.460, TAC 206/213]

   Any approved exception shall include a plan for alternate methods of access for persons with disabilities.

5. TAMUK EIR Accessibility Implementation and Remediation Plan
   The TAMUK EIR Accessibility Implementation and Remediation Plan describes methods and procedures the agency shall follow to ensure that it’s EIR developed, procured, or changed by Users is accessible [TAC 206/213]. The plan also outlines exception provisions. The TAMUK EIR Accessibility Coordinator is the owner of this plan and will oversee the activities associated with the plan’s implementation.

Compliance

The University President or designee and each member of management are responsible for ensuring adherence to this policy.
Disciplinary Action

Instances of failure to adhere to this policy will be brought to the attention of the University President or designee. The University President or designee may seek consultation/advice from the Human Resources Office.

Definitions and Acronyms


Accessibility: Strategies, guidelines, and resources to help make the EIR accessible to people with disabilities. EIR accessibility means that people with disabilities can perceive, understand, navigate, and interact with EIR. Accessible EIR that can be used in a variety of ways and that does not depend on a single sense or ability.

Alternate format: Alternate format usable by people with disabilities may include, but are not limited to, Braille, ASCII text, large print, recorded audio, and electronic formats that comply with this policy.

Alternate method: Different means of providing information, including product documentation, to people with disabilities. Alternate methods may include, but are not limited to, voice, fax, relay service, TTY, Internet posting, captioning, text-to-speech synthesis, and audio description.

Assistive technology: Any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Electronic and information resources: Includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, storage, or delivery of data or information. The term includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, websites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices and medical equipment where information technology is integral to its operation are not electronic and information resources.

EIR accessibility standards: Texas accessibility standards for electronic and information resources that comply with the applicable specifications contained in 1 TAC 216 and/or 1 TAC 213.
**EIR owner:** An individual or group with primary responsibility for an EIR. This might include the author of a document, manager or project manager of an EIR application / project.

**Exception:** A justified, documented non-conformance with one or more standards or specifications of Chapter 206 and/or Chapter 213 of this title, which has been approved by the agency head.

**PDF:** Portable Document Format file types (refer to Adobe's website for further information on tools enabling access to PDF files for the visually impaired).

**State website:** A website that is connected to the Internet and is owned, funded, or operated by or for a state agency or institution of higher education, including the home page, all subordinate pages, and other key public entry points.

**User:** Any individual (including, but not limited to, DIR personnel, temporary employees, employees of independent contractors, vendors, or volunteers) who is authorized to access DIR electronic and information resources.

**W3C:** World Wide Web Consortium is an international consortium where member organizations, a full-time staff, and the public work together to develop web standards.

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**Related Statutes, Policies or Requirements**

1. [Statewide EIR Accessibility Website](#) (DIR)
2. Texas Administrative Code Title 1, Section 206 and Section 213
3. Texas Government Code 2054, Subchapter M
4. Section 508 of the Rehabilitation Act of 1973
5. [World Wide Web Consortium](#) (W3C)
6. Texas Administrative Code, Chapter 202
7. Procedure 29.01.05.K1.02 [Information Technology Roles and Responsibilities for System Operations/Management](#)
8. Procedure 29.01.03.K1.01 Security of Electronic Information Resources

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**Contact Office**

Chief Information Officer, Texas A&M University-Kingsville