

# UW Extension

**Subject:** **World Wide Web Accessibility and Internet Program Delivery Systems**

**Date Effective:** August 28, 2001

**Executive Council Approval:** August 27, 2001

**Chancellor Approval:** (on original copy)

## **Purpose**

To comply with University of Wisconsin-System Administration World Wide Web accessibility policy, the Americans with Disabilities Act and relevant Sections of the Rehabilitation Act of 1973, as amended, the University of Wisconsin-Extension enacts this policy governing development and maintenance of Web sites published or hosted by UW-Extension.

The World Wide Web is a major, if not primary, source of information for many people and is the cornerstone for delivery of many UW-Extension programs. To facilitate the goals of the Wisconsin Idea, UW-Extension must ensure that it can share information with all people inside and outside of Wisconsin. In recognition of this goal, UW-Extension establishes these minimum standards for accessibility of Web site development for every UW-Extension employee or partners that have web-based materials hosted or published by UW-Extension.

## **II. Policy**

1. UW-Extension will comply with all relevant subsections of Section 508 of the Rehabilitation Act of 1973, as amended. Specifically, UW-Extension will maintain compliance with subsections 1194.1 through 1194.22 of Section 508.
2. UW-Extension embraces the World Wide Web Consortium (W3C) guidelines as the standard for World Wide Web accessibility. The goal in developing these guidelines is to promote the evolution of the World Wide Web and to ensure its inter-operability. UW-Extension will strive to achieve the goals of the World Wide Web Consortium.
3. UW-Extension will strive toward meeting the components of the W3C guidelines by establishing these minimum standards that are to be followed for all Web sites published or hosted by UW-Extension.
4. This policy is intended to fully affect UW-Extension Internet Web sites. UW-Extension Intranet pages or sites which are to be viewed only by UW-Extension employees are only covered by sections 1, 4, 8, 9.A.4, 10, 11 and 12 of this policy.

5. All new or substantially revised Internet Web sites published or hosted by UW-Extension after October 1, 2001 must be in compliance with this policy.
6. Internet Web sites published or hosted by UW-Extension before October 1, 2001 will be considered "Legacy Sites". Legacy Sites must be in compliance with this policy by April 1, 2002. Legacy Sites must also comply with these additional guidelines.
7. Except, upon specific request for access, Legacy Sites must be revised to comply with Section 508; or, the content therein must be made available in alternative formats to any individual with disabilities requesting such access.
8. Upon specific request for access by a person with a disability, Web sites and pages in archive status (e.g. no longer in use but subject to records retention plans) containing administrative or academic information, official records, and similar information must be made available/accessible to any individual with a disability needing access to such Web content.
9. Priority should be given to creating accessible Web pages containing institutional information that Wisconsin residents and others need to participate in UW-Extension programming. This would include program work, registration materials, advising information, catalogs and program participants services information. Divisions with large Web sites containing institutional information should establish priorities for ensuring access for people with disabilities.
  - 9.A. For setting priorities to make Legacy Pages accessible, the following guidance is offered:
    - 9.A.1. The top 20 percent of Web pages most frequently used (e.g. that receive the largest number of hits) should be placed in the first priority.
    - 9.A.2. Web pages required for participation, funding, disability-related services and other key pages needed by people with disabilities, not already in the top 20 percent, should be placed in the first priority.
    - 9.A.3. Each division is responsible for determining the top 20 percent of Web pages used and other high priority Web pages.
    - 9.A.4. Web pages specifically requested to be made accessible by a person with a disability as part of a formal, approved reasonable accommodation request, shall be made accessible as soon as possible or an equally effective alternative shall be provided. "Equally effective" means that it communicates the same information in as timely a manner as does the Web page.
10. Each UW-Extension Web site must contain an accessible link or list a person to contact if users have trouble accessing content within a site. The following language must be placed in all sites with a contact person or position noted: "If you have trouble accessing this page, require this information in an alternative format or wish to request a reasonable accommodation because of a disability contact: \_\_\_\_\_". This person should be the Web page developer, or other person functioning in a comparable capacity.

11. A variety of Web browsing software (including text-only browsers) different workstations, and evaluation tools should be used to test Web site accessibility.
12. Where compliance with this policy is not possible, the UW-Extension Provost and Vice Chancellor or designee may grant exceptions to this policy.