



Accessible Technology Services

CSUSB Web Accessibility Standards

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Introduction and Scope

Websites must comply with the CSUSB Information Technology (IT) Accessibility Policy and the California State University (CSU) Accessible Technology Initiative (ATI) accessibility standards and guidelines. All Information and Communication Technology (ICT) that contains information necessary for students, faculty, staff and interested parties to conduct business with the University must comply with the following standards and guidelines. These standards and guidelines apply to all university units, including auxiliary units.

The criteria for determining a site's compliance is based on two requirements:

- Utilizing the CSU approved ATI tool(s)
- Manual evaluation

Governance

The ATI Executive Sponsor oversees the implementation of the CSUSB Web Accessibility Standards. On an annual basis, ATI staff will develop and publish a Web Accessibility Plan with established metrics for Web Accessibility.

Significant revision of the Web Accessibility Standards will require approval of the ATI Steering Committee.

Assessment Process of Web/Web Applications

The Web Accessibility Specialist has been assigned the assessment process. Assessments will be conducted as follows:

- Utilize CSU tool(s) to generate notifications of accessibility issues
- Conduct manual evaluations and provide reporting
- Closely monitor Websites that are deemed critical to student success:
 - Core websites have been identified as critical to student success and/or critical in nature and/or high traffic.
 - Vendor high impact websites are classified as such if CSUSB is not the sole proprietor or author of the site and is one that has been identified as critical to student success and/or critical in nature and/or high traffic.
- Implement follow-up processes to remediate unresolved accessibility issues

Website owners are responsible for ensuring that websites/web applications comply with the CSUSB Information Technology (IT) Accessibility Policy and the California State University (CSU) Accessible Technology Initiative (ATI) accessibility standards.

Accessibility Issues

High impact accessibility issues on CSUSB websites will be communicated via the CSUSB accessibility statement. Vendor websites must abide by the ICT Accessible Procurement Process, which may include:

- An accessibility roadmap
- An Equally Effective Alternate Access Plan (EEAAP)
- Documentation will be valid for up to one year

New Development

The Digital Transformation Lead has been assigned the development process to ensure compliance with all accessibility guidelines. Development will be conducted as follows:

- Utilize CSU approved tool(s), manually evaluate results, and correct deficiencies
- Prior to providing access, ensure content editors and web developers are trained on both accessibility guidelines and use of CSU approved tool(s) for validating the accessibility of webpages
- Web Accessibility Specialist will assess template and module changes prior to implementation
- Digital Transformation will provide notification on new and decommissioned websites to the Web Accessibility Specialist as they occur

Monitoring Process

The Web Accessibility Specialist has been assigned the monitoring process. The monitoring process will entail:

- Working with content editors and web developers when patterns of inaccessible content occur
- Conducting automated scans of Web/Web Applications

Digital Transformation had been assigned the monitoring of websites that are deemed critical to student success and/or critical in nature and/or high traffic.

Digital Content

Owners of websites containing digital content must ensure changes to materials adhere to the CSU Accessibility Guidelines.

Campus Awareness and Training

The ATI Coordinator has been assigned the communication process to ensure that:

- Ongoing general communication promotes accessibility awareness into the orientation of faculty, staff, and students
- Ongoing training on creating compliant web pages and digital content is available to the campus community
- Web-based repositories of training materials are available to the campus community
- Campus community is aware of accessibility guidelines
- The ATI Web Subcommittee collaborates with various campus stakeholders

Document Properties

Last Revision: 07/30/2020

Accessibility: "CSUSBWebAccessibilityStandards07302020.docx" is fully accessible and suitable for electronic distribution

File location: Network/datastore/Dept/ISO/Web Accessibility/17.18 Documentation/17.18 Standards and Guidelines/ CSUSBWebAccessibilityStandards_Revised.docx

Revision Log

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Authors: Rosa Padilla and Christine Fundell

1. Document updated to reflect current practice

Revision Date: 6/15/17

Author: Leon McNaught

1. Combined ATI and scope sections
2. Revised Governance section
3. Revised Document Properties section
4. Updated TOC

Revision Date: 6/7/17

Author: Rosa Padilla

1. Transferred document to new template

Creation Date: 8/23/16

Author: Rosa Padilla, Leon McNaught, Joel Fite, Christine Fundell

1. Split Standards & Guidelines into two separate documents AND Updated document to meet CSU Baseline Standards

Approval Control

Next Scheduled Review: June 2021

ATI Coordinator Approval: CRF 7.30.2020

ATI Steering Committee approval: