



OLD DOMINION UNIVERSITY

University Policy

Policy #3507

INFORMATION TECHNOLOGY ACCESSIBILITY POLICY

Responsible Oversight Executive:	Executive Vice President for Enrollment, Transformation, and Technology and Chief Strategy and Innovation Officer
Date of Current Revision or Creation:	February 2, 2023

A. PURPOSE

This policy is established to support the Old Dominion University community in promoting equal access to information technology (IT) resources and services produced, maintained, distributed, and/or purchased by ODU for use by students, staff, faculty, and visitors. This policy sets forth accessibility standards and guidelines, including tools and training, which reflect best practices for achieving the accessibility standards established by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

The Commonwealth of Virginia Restructured Higher Education Financial and Administrative Operations Act of 2005 grants institutions additional authority over financial and administrative operations, on condition that certain commitments to the Commonwealth are met.

Chapters 124 and 125 of the 2019 Virginia Acts of the Assembly and ODU's Memorandum of Understanding with the Commonwealth provide full delegated responsibility for management of the institution's IT architecture, infrastructure, and ongoing operations, of which IT accessibility is a part. This delegation includes the authority to conduct these activities in accordance with industry best practices appropriately tailored for the specific needs and circumstances of the University, in lieu of following Commonwealth-determined specifications.

[Code of Virginia Section 23.1-1002, as amended](#), Eligibility for Restructured Financial and Administrative Operational Authority and Financial Benefits.

[Americans with Disabilities Act of 1990, as amended \(ADA\)](#), provides a comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

[Rehabilitation Act of 1973, Section 508](#), requires Federal agencies to ensure that electronic and information technology is accessible to employees and members of the public with disabilities to the extent it does not pose an "undue burden."

C. DEFINITIONS

Accessibility- Refers to the University objective that everyone within the University community, regardless of disability, will be afforded appropriate access to information technology.

The World Wide Web Consortium (W3C) - An international organization that develops interoperable technologies to lead the Web to its full potential. W3C is a forum of information, commerce, communication, and collective understanding.

University Community – Students, faculty, staff, and visitors of ODU.

D. SCOPE

This policy is applicable to colleges, departments, auxiliaries, research, and business units within the organization supporting the programs or services of the University.

E. POLICY STATEMENT

Any information technology purchased, developed, and/or maintained by the University, including any information technology obtained, provided, developed, and/or maintained by third-party vendors, related to the provision of University programs, activities, or services will be aligned with accessibility standards specified in [Section 508 of the Rehabilitation Act](#) and the W3C [Web Content Accessibility Guidelines](#).

Accessibility standards evolve as newer technologies are introduced and user needs change. At the same time, the standards maintain a consistent framework for accessibility training and support services. Support personnel responsible for information technology procurement, programs, and services should possess a sufficient level of technical knowledge related to accessibility standards for persons with disabilities.

F. PROCEDURES

The specific standards to be utilized for compliance with this policy are published on the [Information Technology Services Computing Policies and Standards](#) website. Additional guidelines are available on the [University Web and Digital Communication](#) website.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Chief Information Officer

I. RELATED INFORMATION

[University Policy 4500 - Accommodation for Students with Disabilities](#)
[University Policy 5406 – Accommodations for Individuals with Disabilities](#)
[Web Content Accessibility Guidelines 1.0](#)
[Web Content Accessibility Guidelines 2.0](#)
[United States Access Board](#)
[Office of Educational Accessibility](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Rusty Waterfield January 4, 2022
Responsible Officer Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks August 18, 2022
Chair, Policy Review Committee (PRC) Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Chad A. Reed January 27, 2023
Responsible Oversight Executive Date

University Counsel Approval to Proceed:

/s/ Allen T. Wilson January 31, 2023
University Counsel Date

Presidential Approval:

/s/ Brian O. Hemphill February 2, 2023
President Date

Policy Revision Dates: April 10, 2010, April 26, 2011; March 15, 2017; February 2, 2023

Scheduled Review Date: February 2, 2028