

Effective: March 27, 2025

## Information Technology Policy Digital Accessibility

Approved: March 27, 2025  
President's Cabinet

### Purpose

Millersville University, as a higher education institution and as a state-funded entity, recognizes our obligation to provide an equitable digital experience to all our stakeholders. As a university which takes pride in the value of inclusion, we must ensure that all audiences we service receive fair access to digital content.

Additionally, rulings made by United States Department of Justice require all government organizations to adhere to WCAG accessibility standards. This requirement makes our attention to digital accessibility a legal obligation and a necessity for our long-term success.

### Scope

The guidelines outlined in this policy apply to all digital technology that is developed, purchased, implemented, or distributed by Millersville University and used to present content, provide functionality, or enhance instruction.

In reference to exceptions to this policy, please refer to the official ruling by the Department of Justice, which will provide the most current guidelines. <https://www.ada.gov/resources/2024-03-08-web-rule/>

### Definitions

- **Content Owner:** The primary person responsible for creating and maintaining the content.
- **Digital Accessibility:** Designing and developing digital content, tools, and technology in a way that people with disabilities can navigate, understand, and utilize them in an equitable manner to those without disabilities.
- **WCAG:** Web Content Accessibility Guidelines created by the WAI (Web Accessibility Initiative) of the World Wide Web Consortium (W3C), widely considered the international standard on digital accessibility.

### Policy and Procedure

- a) **Adherence to Current WCAG Accessibility Standards**  
All university employees must use and create only digital materials, software, and webpages that adhere to current accessibility standards as required by the Department of Justice. Guidance on the current level required for compliance can be found in the official DOJ ruling. Refusal or negligence to comply with these legal directives can result in removal of said content from the digital space where it resides. Web and content stewards are given the authority to make these changes where necessary.
- b) **Review**  
Digital content will be reviewed, at a minimum, yearly via electronic scans using third-

party quality assurance tools. If content is not in compliance, content owners will have two calendar weeks to resolve any issues, or content will be subject to removal.

c) **Training**

Yearly digital accessibility training modules will be shared with all university employees. Training is required and will be distributed by university email communications.

d) **Third Party Software and Applications**

All third-party software and applications must be vetted by the university's Information Technology department before being approved for use. Procurement reserves the right to deny any purchase request that has not undergone this screening process.