

POLICY CONCEPTS: INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via the form on page 2 to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the University Senate (academic policies) or the President's Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template – email uopolicy@uoregon.edu to obtain either (a) the new policy template (new proposals) or (b) the Word version of the existing policy in its proper template (for redlines/revisions).
4. A “redlined” version of your concept in Word is required for proposed revisions. This must be done using the appropriate Word version (see #3, above).
5. Include any appropriate related resources that will be useful to those reviewing the concept. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples of such items include any associated procedures or unit level policies (even if in draft form), or other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept;
6. Please submit all documents as individual files.
7. Someone from the responsible office or proposing unit will need to attend a PAC meeting to explain the concept and answer any questions.

Please email uopolicy@uoregon.edu if you have any questions. Thank you!

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Grey Pierce, Digital Accessibility Architect
Policy Title & # (if applicable):	IV.06.08 Information and Communications Technology Accessibility
Submitted on Behalf Of:	ADA Coordinator, PCS and IS
Responsible Executive Officer:	Jamie Moffitt, Sr. Vice President for Finance and Administration and CFO

SELECT ONE: **New Policy** **Revision** **Repeal**

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: **Yes** **No**

If yes, which attorney(s): Jeslyn Everitt

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

Information and Communications Technology Accessibility Policy

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

- [Americans with Disabilities Act of 1990, As Amended 2008](#), Title II
- [Rehabilitation Act of 1973, Section 504](#)
- [Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities, 2024](#)
- [Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance, 2024](#)

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

This policy was adopted in 2019 in response to an investigation by the U.S. Department of Education's Office for Civil Rights. It is central to the university's compliance with applicable federal laws regarding digital accessibility (Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act), including updated DOJ and HHS regulations that take effect in the spring of 2026. Small updates to the policy are proposed to align with 2024 Rulemaking and actual practice (i.e. having the President's designee oversee guidelines with input from the ICT access committee).

AFFECTED PARTIES

Who is impacted by this change, and how?

All those engaged with producing or using UO information and communication technologies.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
ICT Accessibility Committee	Information Services, University Communications, Accessible Education Center, Office for Equal Opportunity and Access, Teaching Engagement Program, UO Online, University Libraries, Purchasing and Contracting Services, Office of General Counsel, Office of the VP for Research and Innovation, Student Services and Enrollment Management	2025-06-03
Abhijit Pandit, Chief Information Officer	Information Services	2025-06-10
Grey L. Pierce, Digital Accessibility Architect	Information Services	2025-06-03
