

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



29.01.04.P0.01 Accessibility of Electronic and Information Resources

Approved April 30, 2010

Revised June 1, 2015

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Next Scheduled Review: October 2025

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish the processes that Prairie View A&M University (PVAMU) will follow to comply with the requirements for accessibility and state web sites as stated in System Regulation [29.01.04 Accessibility of Electronic and Information Resources, Texas Administrative Code \(TAC\) Title I Chapter 213 Accessibility Standards for Institutions of Higher Education](#), and [TAC Title I Chapter 206 Institution of Higher Education Websites](#).

Definitions

Electronic and Information Resources (EIR) – includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, or delivery of data or information. The term EIR includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, websites, multimedia, and office equipment such as copiers and fax machines. The term does not include equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, is not information technology.

Note: EIRs are not limited to computer hardware or software, but also include services performed on such hardware and software (such as maintenance services). EIRs also include electronic course material and electronic subscription services, such as databases available via Internet websites. Furthermore, EIRs aren't limited to those that are directly developed, procured, maintained, or used by a member, but also include EIRs used by a contractor of a member, if the contract either requires the use of such EIRs or requires the contractor to use such EIRs, to a significant extent, in performing a service or furnishing a product.

Exception – a justified, documented non-conformance with one or more standards or specifications of [Title 1, Chapter 206](#) and/or [Title 1, Chapter 213](#) of the *Texas Administrative Code*, which has been approved by the member chief executive officer or designee of an institution of higher education.

Information Technology (as used in the EIR definition) – any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information. The term includes computers (including desktop and laptop computers), ancillary equipment, desktop software, client-server software, mainframe software, web application software and other types of software, firmware and similar procedures, services (including support services), and related resources.

Product – electronic and information technology.

Self-Contained, Closed Products – products that generally have embedded software and are commonly designed in such a fashion that a user cannot easily attach or install assistive technology. These products include, but are not limited to, information kiosks in information transaction machines, copiers, printers, calculators, fax machines and other similar products.

Telecommunications – the transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

Official Procedures and Responsibilities

1. GENERAL

- 1.1 Any EIR developed, procured, or changed by PVAMU must comply with System Regulation [29.01.04](#) and [TAC 213](#) including the appropriate Technical Accessibility Standards below:

EIR Category	Technical Accessibility Standards
Software Applications and Operating Systems	TAC Rule 213.30
Websites	TAC Rule 206.70 TAC Rule 213.30 TAC Rule 213.32
Telecommunications Products	TAC Rule 213.31
Video and Multimedia Products	TAC Rule 213.32
Self-Contained, Closed Products	TAC Rule 213.33
Desktop and Portable Computers	TAC Rule 213.34

2. EIR PROCUREMENT PROCEDURES

- 2.1 The Office of Procurement and Disbursement Services and the Accessibility Coordinator will develop an EIR Procurement Procedure for use within the procurement function whenever a contract or other acquisition document requires a vendor to:
- 2.1.1 Provide an EIR to PVAMU for use;

- 2.1.2 Develop an EIR for PVAMU;
 - 2.1.3 Provide and use a specific EIR; or,
 - 2.1.4 Provide and use an EIR to a significant extent in performing the services or furnishing the products identified in that contract.
- 2.2 The procedure will include a process for handling exception requests which complies with the compliance exceptions and exemptions standards and specifications in [TAC 213.37](#).
- 2.3 The procedure will ensure all appropriate terms and conditions needed to meet accessibility requirements are addressed in EIR acquisition documents and contracts.
- 2.4 The Information Resources Manager (IRM), Accessibility Coordinator, and the Executive Director of Procurement and Disbursement Services will review this procedure biennially to ensure it addresses current laws and the Technical Accessibility Standards, and that its provisions are technically appropriate.

3. RESPONSIBILITIES

- 3.1 The Chief Information Officer shall name an employee as the Accessibility Coordinator for Electronic Information Resources pursuant to [TAC 213.41](#).
- 3.2 Accessibility training opportunities and technical assistance will be coordinated through the Accessibility Coordinator.
- 3.3 The President, or a designee, delegates responsibility to all division heads, or their equivalent, to ensure that the above procedures are implemented in their respective divisions.
- 3.4 The President, or a designee, will ensure all appropriate staff receive the necessary training to meet accessibility-related requirements.
- 3.5 The President, or a designee, will review and approve all exception requests.

4. EXCEPTIONS

- 4.1 All exception requests must be submitted using the [PVAMU Accessibility Exception Request Form](#).

Related Statutes, Policies, Regulations and Rules

[Texas Administrative Code Title I Chapter 206 Institution of Higher Education Websites](#)

[Texas Administrative Code Title I Chapter 213 Accessibility Standards for Institutions of Higher Education](#)

[Tex. Gov't Code Ch. 2054, Subch. M, Access to Electronic and Information Resources by Individuals with Disabilities](#)

[System Policy 29.01 Information Resources](#)

[System Regulation 29.01.01 Information Resources Governance](#)

[System Regulation 29.01.04 Accessibility of Electronic and Information Resources](#)

[UAP 29.01.04.P0.02 Information Resources – Web Accessibility and Usability](#)

Contact Office

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