

# 29.01.04.C0.01 Electronic and Information Resources Accessibility



Revised: December 11, 2023  
Next Scheduled Review: April 17, 2028  
[Revision History](#)

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## Procedure Summary

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This procedure specifies processes for ensuring that Texas A&M University-Corpus Christi (TAMU-CC) complies with all laws regarding the accessibility of Electronic and Information Resources (EIR). TAMU-CC is committed to providing a working, learning, and service environment that affords equal access and opportunity to people with disabilities, in compliance with federal and state law. Consistent with this commitment, the university strives to provide EIR that are accessible to all authorized users and that meet the requirements of the Texas Department of Information Resources (DIR). This procedure implements the requirements of system regulation *29.01.04, Accessibility of Electronic and Information Resources* and applies to all TAMU-CC faculty and staff and to all university EIR.

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## Definitions

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Texas Department of Information Resources (DIR) accessibility requirements – The requirements issued by the DIR regulate the development, procurement, maintenance, and use of EIR by institutions of higher education as set forth in Title 1, Chapter 206, Rule §206.70 of the Texas Administrative Code (TAC 206), Title 1, Chapter 213 of the Texas Administrative Code (TAC 213), and Texas Government Code, Chapter 2054, Subchapter M.

Information Resource Manager (IRM) – The IRM oversees the acquisition and use of information technology within the university and ensures that all information resources are acquired appropriately, implemented effectively, and comply with this procedure.

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## Procedure

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1. ACCESSIBILITY COORDINATOR

In accordance with system regulation *29.01.04, Accessibility of Electronic and Information Resources*, the Chief Information Officer (CIO) appoints an Accessibility Coordinator. In the absence of an Accessibility Coordinator, the CIO will serve in this capacity.

## 2. COMPLIANCE PLAN

2.1. All faculty and staff must comply with DIR accessibility requirements, system regulation *29.01.04, Accessibility of Electronic and Information Resources*, this procedure, and related policies in the development, procurement, maintenance, and/or use of EIR.

2.2. The Accessibility Coordinator develops, publishes, and implements a plan to maintain EIR compliance with DIR accessibility requirements.

## 3. REPORTING

The IRM, with assistance from the Accessibility Coordinator, conducts and completes EIR surveys, including DIR's biennial survey, and submits reports to regulatory agencies and compliance offices as required.

## 4. WEBSITES, WEB PAGES, AND WEB APPLICATIONS

The Accessibility Coordinator, in coordination with the department of Marketing and Communications and Digital Learning & Academic Innovations, monitors compliance with DIR accessibility requirements, this procedure, and related policies, regulations, rules, and procedures with regard to university websites, web pages, web applications, and digital course materials, whether procured, developed, or acquired for university business.

## 5. EIR PROCUREMENT

The Accessibility Coordinator, in coordination with Information Technology, Purchasing, and Contracts and Property, monitors compliance with DIR accessibility requirements, this procedure, and related policies, regulations, rules, and procedures regarding EIR purchases and acquisitions made under purchasing contracts, purchase orders, or procurement cards.

## 6. EXCEPTIONS

6.1. The Accessibility Coordinator or their designee will review all EIR for compliance with DIR accessibility requirements through business processes supported by Information Technology and overseen by the IRM or their

designee. If the Accessibility Coordinator determines the EIR is non-compliant with DIR requirements, the responsible department may request an EIR accessibility exception through the Accessibility Coordinator.

- 6.2. Exceptions to the EIR accessibility requirements must be approved by the President or their designee under certain conditions outlined in system regulation *29.01.04, Accessibility of Electronic and Information Resources*.
- 6.3. The Accessibility Coordinator or their designee can utilize system-wide approved exceptions at the university's discretion or execute university-specific exceptions approved by the President or their designee.
- 6.4. The Accessibility Coordinator will maintain exception requests in accordance with the university's record retention schedule.

## 7. OVERSIGHT AND SUPPORT

- 7.1. The Accessibility Coordinator oversees and monitors development, support, maintenance, and compliance with this procedure and DIR accessibility requirements.
- 7.2. The IRM provides necessary technical support to allow the Accessibility Coordinator to fulfill their responsibilities under this procedure.

## 8. COMMUNICATION AND TRAINING

The Accessibility Coordinator will keep the university community apprised of practices related to the development, maintenance, and use of EIR that support compliance with DIR accessibility requirements and provide related training.

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## Related Statutes, Policies, or Requirements

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[Code of Federal Regulations, Title 36, Part 1194 – Electronic and Information Technology Accessibility Standards](#)

[Section 508 of the Federal Rehabilitation Act, \(29 U.S.C. §794d\)](#)

[Texas Government Code, Chapter 2054, Subchapter M – Access to Electronic and Information Resources by Individuals with Disabilities](#)

[Texas Administrative Code, Title 1, Chapter 206, Institution of Higher Education Websites, §206.70, Accessibility](#)

[Texas Administrative Code, Title 1, Chapter 213, Accessibility Standards for Institutions of Higher Education](#)

System Regulation [29.01.04, Accessibility of Electronic and Information Resources](#)  
University Rule [08.01.01.C1, Civil Rights Compliance](#)

This procedure supersedes:

- *29.01.04.C1, Electronic and Information Resources Accessibility*

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## **Contact Office**

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Contact for clarification and interpretation: Office of Information Security  
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