

STANDARD ADMINISTRATIVE PROCEDURE

29.01.99.M4.01 Web Accessibility and Usability Procedures (including Linking and Indexing)

Approved May 4, 2004

Revised June 12, 2008

Supplements [University Rule 29.01.99.M4](#)

Standard Administrative Procedure Statement

All new or redesigned Web pages/content defined in [University rule 29.01.99.M4](#) for official University web pages intended for the public, shall be accessible to, and usable by, all users. The University has adopted the access standards of Section 508 of the Rehabilitation Act of 1973, as amended. The intended audience for this procedure includes people who develop and maintain Texas A&M University Web pages.

Definitions

- **Accessibility**: Web design criteria which support access that is not dependent on a single sense or ability, such as vision or hearing.
- **IETF**: Internet Engineering Task Force.
- **ITIM**: Office of Information Technology Issues Management of Computing and Information Services.
- **Key Public Entry Point (KPEP)**: A Web page that a state agency or institution of higher education has specifically designed for members of the general public to access official information (e.g., the governing or authoritative documents) from the agency or institution of higher education. A list of these pages can be found at <http://webaccess.tamu.edu/kpeps.php>.
- **Metadata**: Data about data; index-type data used to identify, describe, locate, or preserve (other) data over time.
- **TRAIL**: The Texas Records and Information Locator and Electronic Depository Program (TRAIL/EDP) is an automated system used to collect, index, and preserve electronic state publications. To ensure that publications are appropriately harvested and indexed, a publishing entity must include metadata in its online publications.

- University Campus Homepage: The main page for Texas A&M University, College Station; Texas A&M University, Galveston; or, Texas A&M University at Qatar.
- Usability: Web design criteria that support user performance, ease of navigation, and understandability.
- W3C: World Wide Web Consortium

Official Rule/Responsibilities/Process

1. ITIM will serve as the University's Web Accessibility Coordinator to measure the University's adherence to this Standard Administrative Procedure. To contact ITIM, e-mail itim@tamu.edu.
2. All new or redesigned Web pages/content defined in [University Rule 29.01.99.M4](#) must comply with [Texas A&M University's Web Accessibility and Usability Standards](#), unless an exception is approved through the [Exception Request Process](#), pursuant to §2054.460, Texas Government Code.
3. New Web pages defined in [University Rule 29.01.99.M4](#) must be tested by the Web page owners using one or more §508, or equivalent, validation tools in conjunction with manual procedures to validate compliance with [Texas A&M University's Web Accessibility and Usability Standards](#), unless an exception is approved through the [Exception Request Process](#), pursuant to §2054.460, Texas Government Code.
4. All University Campus homepages and key public entry points must include an "Accessibility" link to, or a "Site Policies" link to a Web page that contains the University's accessibility policy; site validation standard (i.e., §508); contact information for the University's Web Accessibility coordinator (ITIM); and, a link to the Governor's Committee on People with Disabilities Web site.
5. All Web pages defined in [University Rule 29.01.99.M4](#), including University campus homepages and key public entry points, shall avoid vendor specific, "non-standard" extensions and shall comply with applicable internet standards. For example, use: IETF for internetworking technology or methodology (e.g., SSL); and W3C for markup/style sheet languages (HTML, XML, CSS, etc.).
6. All Web pages defined in [University Rule 29.01.99.M4](#), including University campus homepages and key public entry points, must implement the following:
 - 6.1. Metadata, following the TRAIL Metatagging Standards (see <http://www.tsl.state.tx.us/trail/about.html> for more information). The

descriptors of TRAIL metatags must describe the specific Web page or publication in which they are included. Use of a generic set of descriptors for every publication is not acceptable. The following metatags must be implemented:

- 6.1.1 DC.Subject.Keyword
- 6.1.2 DC.Description
- 6.1.3 DC.Subject
- 6.1.4 DC.Type

6.2. The HTML TITLE Tag

7. University campus homepages must contain the following:

7.1 Links to the following State of Texas resources:

- 7.1.1 State of Texas homepage
- 7.1.2 Texas Homeland Security Web site
- 7.1.3 Statewide Search Web site
- 7.1.4 State Link Policy or to a TAMU Link/Site Policy page

7.2 Individual links to the following or to the Site Policies page with links to the following:

- 7.2.1 Privacy and Security Policy
- 7.2.2 Accessibility Policy
- 7.2.3 Institution of higher education contact information
- 7.2.4 Description of policy/procedures related to the Open Records/Public Information Act
- 7.2.5 Compact with Texans

8. Key Public Entry Points must provide links to the following:

8.1 University campus homepage

8.2 Individual links to the following or to a Site Policies page containing links to the following:

- 8.2.1 University Contact Information
- 8.2.2 Accessibility Policy
- 8.2.3 Privacy and Security Policy

Contact Office

CONTACT: [Information Technology Issues Management of CIS](#), (979) 845-9254

OFFICE OF RESPONSIBILITY: [Vice President and Associate Provost for Information Technology](#)