1. Policy Purpose Statement

The creation and dissemination of knowledge and information is a defining characteristic of universities. As such, Kennesaw State University (KSU or the University) is committed to ensuring that official Web content and other electronic information associated with University administration, services, courses, or instruction programs and activities conform to widely accepted Web accessibility standards. KSU's goal is to provide effortless access for students, faculty, staff, and visitors to Web-based content by maintaining, as a minimum standard, the guidelines set forth in the University System of Georgia's Web Accessibility Guidelines.

2. Background

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all Web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

3. Scope

This policy statement affects KSU employees, students, and third parties, including but not limited to guests, vendors, contractors, and University retirees and alumni.

4. Exclusions or Exceptions

This policy has no exclusions. Individual/personal Web pages published by students, employees, or non-University organizations that are hosted by the University but do not convey or communicate University-related business are strongly encouraged to adopt the University’s policy and standards.

5. Definitions

Definitions are available via the Information Technology Glossary associated with this policy on the KSU Policy Portal (https://policy.kennesaw.edu).

6. Policy
University accessibility assistance is provided by several offices, as noted below. Staff in these offices work to accommodate requests for access or assistance with access, as soon as possible, in order to either accommodate the request or identify an effective alternative for the requestor.

<table>
<thead>
<tr>
<th>Request for</th>
<th>Office</th>
<th>Contact Number</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Support Services</td>
<td>Student Disability Services</td>
<td>(470) 578-2666</td>
<td><a href="mailto:studentdisability@kennesaw.edu">studentdisability@kennesaw.edu</a></td>
</tr>
<tr>
<td>Student Technology Assistance</td>
<td>Office of the CIO</td>
<td>(470) 578-3555</td>
<td><a href="mailto:studenthelpdesk@kennesaw.edu">studenthelpdesk@kennesaw.edu</a></td>
</tr>
<tr>
<td>Faculty Assistance</td>
<td>Distance Learning Center</td>
<td>(470) 578-7550</td>
<td><a href="mailto:distancelearning@kennesaw.edu">distancelearning@kennesaw.edu</a></td>
</tr>
<tr>
<td>Employee Disability Assistance</td>
<td>Human Resources Benefits Manager</td>
<td>(470) 578-6030</td>
<td><a href="mailto:benefits@kennesaw.edu">benefits@kennesaw.edu</a> or <a href="mailto:hr@kennesaw.edu">hr@kennesaw.edu</a></td>
</tr>
<tr>
<td>Employee Technology Assistance</td>
<td>Office of the CIO</td>
<td>(470) 578-6999</td>
<td><a href="mailto:service@kennesaw.edu">service@kennesaw.edu</a></td>
</tr>
<tr>
<td>Third Party Technology Assistance</td>
<td>Office of the CIO</td>
<td>(470) 578-6999</td>
<td><a href="mailto:service@kennesaw.edu">service@kennesaw.edu</a></td>
</tr>
</tbody>
</table>

7. Associated Policies/Regulations
   a. [Section 508 Subsection 1194.22 of the Rehabilitation Act](#)
   b. [University System of Georgia Web Accessibility Guidelines](#)

8. Procedures Associated with this Policy
   a. [Student Disability Services](#) Accommodations
   b. [Course Development and Review](#)

9. Forms Associated with this Policy
   None

10. Violations
    Failure to comply with requirements described in Section 508 Subsection 1194.22 of the Rehabilitation Act and the University System of Georgia Web Accessibility Guidelines could result in complaints or litigation. The KSU Division of Legal Affairs handles complaints of this nature.

11. Review Schedule
    The Web Accessibility Policy is reviewed annually by the Office of the Chief Information Officer and Vice President of Information Technology in collaboration with the Office of the Provost and the Division of Student Affairs.