



**Policy Number 5.3.4**

**Chapter: Finances**

**Title: Accessibility of Information and  
Communication Technology**

**Division/Department: Finance/Information  
Technology**

**Policy Administrator: Director of Information  
Technology**

**Adoption Date: 12/18/24**

**Revision Dates:**

## **1. PURPOSE**

Auraria Higher Education Center (AHEC) is committed to offering Information and Communication Technology that is Accessible to all members of the Auraria Campus community and the public. This policy will help ensure that the Digital Resources of AHEC are provided to the public in an Accessible format or an Equally Effective alternative format.

## **2. DEFINITIONS**

2.1. Accessible or Accessibility: A Digital Resource is Accessible when Individuals with Disabilities are afforded the opportunity to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.

2.2. Auxiliary Aids or Services: Communications tools or assistance offered to someone with a sensory disability, which may include:

- Qualified interpreters
- Note takers
- Screen readers
- Computer Aided Real-Time Transcription (CART) services
- Video interpreting services
- Assistive listening headsets
- Television captioning and decoders
- Telecommunications devices for deaf persons (TDDs)

- Videotext displays
  - Readers
  - Taped texts
  - Audio recordings
  - Written materials in Braille, large print, or electronic formats
- 2.3. Digital Resource: All online and electronic resources of AHEC, including, but not limited to, websites and ICT.
- 2.4. Equally Effective means an alternative service or content that affords the user the opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement in the most integrated setting that is reasonably achievable.
- 2.5. Individual with a Disability: As defined in AHEC Policy 3.3.4.1 and the Americans with Disabilities Act (ADA), a person who:
- 2.5.1. Has a physical or mental impairment that substantially limits one or more major life activities; or
  - 2.5.2. Has a record of such impairment; or
  - 2.5.3. Is regarded as having such an impairment. An individual is regarded as having an impairment when the individual shows that they have been subjected to an action prohibited under the ADA because of an actual or perceived impairment. Typically, Reasonable Accommodations are not needed for an individual who is shown to be regarded as having a disability but does not currently have a disability.
- 2.6. Information and Communication Technology (ICT): As defined in the state of Colorado's Rules Establishing Technology Accessibility Standards, 8 Code of Colo. Regulations 1501-11, ICT means information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT include computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; web sites; videos; and electronic documents. 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. However, if the embedded information technology has an externally available web or computer interface, that interface is considered ICT.

- 2.7. Legacy Content: Digital Resources existing prior to the effective date of this policy.
- 2.8. Undue Hardship: A requested accommodation that, after an individualized assessment of the circumstances, would require significant financial, technical, or administrative difficulty or expense.

### 3. POLICY

- 3.1. AHEC is committed to providing equitable access to its services and Digital Resources. Our ongoing accessibility effort works towards meeting the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. These guidelines not only help make technology accessible to users with sensory, cognitive and mobility disabilities, but ultimately to all users, regardless of ability. We welcome your requests for accommodation and feedback about the accessibility of our electronic resources. Please let us know if you encounter accessibility barriers. We will typically respond within one business day.

Contact for Accessibility Issues:

Phone: 303-556-4422

E-mail: [support@ahec.edu](mailto:support@ahec.edu) (please include “accessibility” in the subject line)

- 3.2. Any Digital Resource that is not Accessible will be made Accessible, or provided in an Equally Effective alternative format, upon request by an Individual with a Disability. Requests should be made by [contacting the Information Technology Department](#) in the Division of Finances. IT will forward the request to the appropriate office or individual to address it in a timely manner. AHEC employees reporting any accessibility issues (physical or digital) should submit a [Request for Reasonable Accommodation](#) online.
- 3.3. All Digital Resources of AHEC created after the effective date of this interim policy must be provided to users in an Accessible format to the greatest extent reasonably achievable without causing AHEC to bear an Undue Hardship. AHEC will use its reasonable best efforts to make its entire website conform to WCAG 2.1 AA guidelines and 8 Code of Colo. Regs. 1501-11 no later than July 1, 2025.
- 3.4. The department or individual that is responsible for creating a Digital Resource, or who contracts with an external party to provide or manage such content, is responsible for ensuring Accessibility.
- 3.5. The Information Technology Department will undertake a survey of AHEC’s Digital Resources to determine what remains inaccessible and coordinate efforts with our website design team to address the issues identified.

- 3.6. AHEC will endeavor to make Legacy Content Accessible to the extent practicable as content is updated, or upon request by an Individual with a Disability having a need to access such content.
- 3.7. The Director of Information Technology shall prepare and publish on AHEC’s website a progress-to-date report that demonstrates concrete and specific efforts toward compliance. This report shall be updated on a quarterly basis and will contain a clear, easy-to-find process for requesting redress for inaccessible digital products, including contact options that are not dependent on web access or digital accessibility.
- 3.8. Procurement of Accessible ICT:  
All procurements of ICT by AHEC after the effective date of this policy will include consideration of accessibility and the availability of accessible products and services in the marketplace. Solicitations for products and services shall clearly identify the institution’s requirements for accessibility, and all AHEC contracts for acquiring such products and services shall contain a contract clause pertaining to the supplier’s obligations under applicable accessibility laws and regulations (including, but not limited to, C.R.S. §§ 24-85-101, et seq., and 24-85-103(2.5)). The AHEC General Counsel may approve changes to the contract clause and exceptions to the requirements of this section.

**4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: December 18, 2024

Approved by: */s/ Kate Barton*  
Chairperson of the Auraria Board