



## Electronic Documents

For all courses and university functions on campus we produce a great deal of content that needs to be distributed to students and the general public. The documents are created by staff and professors at Cleveland State and obtained from third

at the time a student with a disability enrolls in their course they will be required to produce accessible versions of their materials.

When scanning print material it would be best to work with Electronic Course Reserve in the Michael Schwartz Library to ensure good quality accessible materials.

ECR Link <http://rsearchguides.csuohio.edu/ecr/faculty-guide>

Fair Use Policy <https://www.csuohio.edu/sites/default/files/3344-17-03.pdf>

### Third Party Content

Content that Cleveland State does not control but chooses to use in courses and programs must meet the minimally Accessible Document Standards. If an eligible person with a disability requests access to materials that do not meet the full list of General Standards for Accessible Documents the faculty, staff, or dep

access to web content that does not meet WCAG AA standards the person or department requiring access must provide necessary accommodations to provide equivalent access to the individual. Equivalent access may be difficult in these cases because most web based resources are available 24/7.

## Remediation of Legacy Content

Legacy content is required to be remediated if the following is true

- If that legacy page or content is updated or redesigned
- If the page is linked to other active pages with a high probability of use
- If its duration of use is projected to last beyond 2017

Legacy pages that do not meet the above criteria and are inaccessible are only required to be remediated by the office that is the custodian of the information upon specific request from an eligible person

## Media Accessibility

Media in this section refers to audio and/or video materials. For audio by itself people who are hard of hearing or deaf may not be able to consume it its typical form. An appropriate accommodation will usually be providing a transcript or, if the player permits, a closed caption. For videos accommodations may need to be provided for people that cannot hear the accompanying audio or cannot see the video. For people that are deaf or hard of hearing we need to provide closed captioning. Closed captioning is different than English subtitles because the closed captioning will also include reference to important sounds that are relevant to the video. For people that cannot see the video it is important to provide description of what is happening visually in the video. This usually takes the form of audio description which is an accompanying audio track where a description is read in time with the video.

In classes and services provided by Cleveland State there is a lot of audio and visual media used both in the classroom and posted through our web based services. This content must be accessible under the following conditions.

- If it is available to the general public
- If all students have access to it
- If there is a student with a disability taking a class where that media is used
- If a specific media file which is in a media library, legacy, or archived is requested by an eligible person to be made accessible

## Purpose of the Media

The purpose of the media used may

## Media used in Courses

Audio visual course content will be required to have accessibility features such as closed captioning, transcripts, or described audio if a student with a disability that requires such features is enrolled in a course.

If the course is developed as a Massive Open Online Course (MOOC) then it must comply with the