

# SOUTHWESTERN LAW SCHOOL

## L O S A N G E L E S

### Website and Digital Accessibility Policy

**Administrative policy approved January 18, 2022. Effective immediately.**

**Revision history: None; new policy.**

**Related policies: Policy Statement Regarding Students and Applicants with Disabilities ([Student Handbook pp. 64-76](#)); [Policy to Prevent Discrimination, Harassment, and Retaliation](#)**

**Scheduled Review Date: June 2023 (General Counsel and Communications & Marketing)**

#### 1. Purpose

Southwestern Law School is committed to building a community of access, belonging, and inclusion. Consistent with this commitment and understanding that accessible digital content generally enhances usability for all individuals, Southwestern strives to ensure that all students and employees can access Southwestern's websites and other digital content. Southwestern also strives to ensure that prospective students, clinic clients, and visitors can access Southwestern's public-facing websites and digital materials. Another purpose of this policy is to conform with the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794. The policy applies to websites, electronic documents, software systems, and videos.

#### 2. Scope

This policy applies to all official Southwestern websites, content and learning management systems and downloadable documents made available on Southwestern websites and social media, including but not limited to PDFs, PowerPoint presentations, and Word documents.

### **3. Standards**

Southwestern has adopted [W3C WAI Web Content Accessibility Guidelines version 2.1](#), Level AA, to determine accessibility.

### **4. Accessibility Statement**

All official Southwestern webpages and web-based applications must display in a footer the following statement:

Southwestern Law School is committed to making its websites accessible to all users and welcomes comments or suggestions on access improvements. Please [click here to read our Website and Digital Accessibility Policy](#) and send comments or suggestions about accessibility to [co-mark@swlaw.edu](mailto:co-mark@swlaw.edu).

### **5. Policy Exemptions**

In certain circumstances, exceptions to this policy may be granted. This policy does not require adherence to WCAG 2.1 when compliance is not possible or would constitute an undue administrative or financial burden or result in a fundamental alteration. Southwestern will consider each request for an exemption individually. Content creators or approvers may request exceptions to this policy by contacting Southwestern's General Counsel. When an exception is appropriate based on these criteria, Southwestern will work to provide an equally effective alternative access to the information.

### **6. Training**

Southwestern will offer accessibility training to content creators and approvers and may require employees to complete certain training modules.

### **7. Vendors**

Any vendors hired to provide website services to Southwestern must demonstrate a genuine commitment to accessibility. Southwestern should seek written assurance from vendor candidates that their services will be accessible to all individuals, including individuals with disabilities.

## 8. Assistance and Complaints

Individuals who experience a barrier related to Southwestern's website or digital content or wish to file an accessibility complaint should contact [Co-Mark@swlaw.edu](mailto:Co-Mark@swlaw.edu) or Southwestern's General Counsel, [GeneralCounsel@swlaw.edu](mailto:GeneralCounsel@swlaw.edu). Current students who encounter a barrier related to Southwestern website or other digital content should contact the Office of Accessibility Services in the Dean of Students Office to coordinate technical assistance or individual accommodations.

The Chief Communications & Marketing Officer, in consultation with Southwestern's General Counsel and Chief Information Officer, will review any complaints or information received, assess the issue, and determine a means to resolve the accessibility issue, typically within 30 days of receiving the complaint or information. The resolution will be communicated to the complainant. If Southwestern determines that no accessibility issue exists, that information also will be communicated to the complainant.

Individuals may also raise a web accessibility complaint through Southwestern's Policy to Prevent Discrimination, Harassment, and Retaliation. Complaints made under that policy will be addressed by the Associate Dean, Dean of Students and Diversity Affairs, Nydia Dueñez, at [DeanofStudents@swlaw.edu](mailto:DeanofStudents@swlaw.edu).