



ADA Compliance on Campus Checklist

If your campus is not fully compliant with all Americans with Disabilities Act (ADA) mandates, you could be open to lawsuits. Advances in technology have created new areas where compliance must be implemented. It is important to check your digital content, website, email, and other media to ensure student-facing material is compliant. The goal is accessibility for students with all types of disabilities, including sight, hearing, speech, and neurological disabilities.

This checklist can help you ensure your campus is ADA compliant from the physical areas to digital ones, in accordance with Title I, II, III. It can also help sections 504 and 508 of the Rehabilitation Act, and with WCAG 2.0, the international standard for web accessibility compliance.

Why ADA compliance is so important

Aside from the fact that your university or college can be opened up to legal liability for discrimination against Americans with disabilities, ADA compliance serves other purposes. When you focus on compliance, you make your campus a better, safer place. ADA compliance provides access for students with disabilities so they can achieve the same goals as their peers.

Public vs. private institutions

Even if your university or college is a private or religious institution, you may be legally required to comply with most or all of the ADA requirements. This is especially true if you accept students who have federal or state-funded grants, or use material that was created with the use of similar funds.

Physical spaces accessibility

Your campus must provide physical access for students who have a disability, including mobility issues, vision issues, health conditions requiring the assistance of a service animal, and so on.

Entry and exit compliance

Entrances and exits must be made compliant with handrails and ramps for mobility aid users. Clear lines of sight must be available and assistance ready to hand if required. If not all entrances are accessible, those that are accessible must have signage.

Parking and transit

Any transportation offered, including non scheduled transit options, must offer accessibility choices to ensure students with disabilities can use them as freely as students without disabilities. This includes paratransit options such as on-demand ride services and rideshares, as well as buses and shuttles.

Housing accommodation

If your university has dorms, a dorm that is adequately equipped for safety and usability must be made available to students with a disability, including adaptive equipment, if indicated (assuming this does not incur undue hardship).

Routes

Travel inside the facility and between buildings should be accessible. Ramps and elevators may be used to allow free mobility. Doorways must be wide enough to permit passage for those with mobility aids. Signage should be accessible to those with sight issues.

Bathrooms

Accessible bathrooms should be located on each floor and each building. These should be compliant with guidelines regarding size, adaptive equipment, and other regulations.

Web and digital-based accessibility

Your website should be accessible to students with disabilities, particularly those with auditory and sight limitations. All syllabus and coursework materials and any communications, including web forms and email, should be in line with Sections 504 and 508 of the Rehabilitation Act and with WCAG 2.0 recommendations.

In addition, statements of support, accessibility protocols, and student resources should be readily available and easy to find for disabled people on the university website and any provided websites or online materials.

Syllabus:

- ☐ Statement of support
- ☐ Clear outline of course content and expectations
- ☐ A contact for tech support that is ADA compliant
- ☐ Statement of turnaround time for online communication, and standards to be upheld

Textual content:

- ☐ Text must be able to be highlighted, copied, and pasted
- ☐ Headings must be used and in the proper hierarchy.
- ☐ There must be sufficient contrast between text and background colors
- ☐ Images must provide appropriate text descriptions
- ☐ Use accessibility checkers to help create and maintain accessible documents

Interactive content

- ☐ Content, like slide presentations, should be created with a template
- ☐ Order of text should be verifiable in the outline
- ☐ Tabbing should allow logical reading of the text
- ☐ Color contrast between text and background should be significant
Images must have appropriate test descriptions.

Spreadsheets

- ☐ Header rows and columns should be specified
- ☐ Hyperlink text should be meaningful
- ☐ Avoid merged cells

Audio and video

- ☐ All video content, whether web or device-based, must be captioned
- ☐ Transcripts must be made available for video-based materials which cannot be captioned
- ☐ Transcripts must be made available for audio-based materials

By using this checklist, you can help ensure compliance with ADA and other relevant regulations and laws regarding accessibility. We can help with transcription and captioning for audio and video-based content.