



**Disabilities Support Services
Compliance Calendar**

Revised: November 28, 2017

Due Date	Reporting Item	Source of Requirement	Description	Responsible Agency
January				
	DSS Student Report	MSU/ADA	Statistics on students registered with DSS	DSS
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
February				
	IDD/ASD Report	SB37	Identify students who are on the ASD and/or IDD and programs available	DSS/ADA Coordinator/Registrar
	Active/Inactive Files Review	MSU/ADA	Inactivate files of non-returning students; purge records over 5 years	DSS
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE	DSS/508 Coordinator/Webmaster

Due Date	Reporting Item	Source of Requirement	Description	Responsible Agency
			results when needed	
March				
	Policy Review	ADA/504	Review all policies relating to accessibility or individuals with disabilities	ADA Coordinator/University
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
April				
	Priority Registration	DSS	Listing of currently registered DSS students for priority registration	DSS/Registrar
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
May				
	Student Accessibility Survey	ADA/504/Title II-III	Survey from students on accessibility issues on Campus	ADA Coordinator/DSS
	DSS Student Report	MSU/ADAAA	Statistics on students registered with DSS	DSS

Due Date	Reporting Item	Source of Requirement	Description	Responsible Agency
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
June				
	Computer Lab Accessibility Survey	ADA – Title II-III 508	Survey of each computer lab for accessible hardware, software and accessibility	ADA Coordinator/DSS/Information Technology
	DSS Student Report	MSU/ADA	Statistics on students registered with DSS	DSS
	Web Page Scan with JAWS	508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
July				
	Building Accessibility Survey	ADA – Title II-III 504; TAS	Survey of each building for accessibility issues	ADA Coordinator/DSS/Facilities Services
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
August				
	IDD/ASD Report	SB37/TECB	Identify students who	DSS/ADA Coordinator/Registrar

Due Date	Reporting Item	Source of Requirement	Description	Responsible Agency
			are on the ASD and/or IDD and programs available	
	Equipment Inventory	ADA/504/508	Catalog available adaptive equipment, software, and resources	DSS
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
September				
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
October				
	IDD/ASD Report	SB37/TECB	Identify students who are on the ASD and/or IDD and programs available	DSS/ADA Coordinator/Registrar
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
November				

Due Date	Reporting Item	Source of Requirement	Description	Responsible Agency
	Priority Registration	DSS	Listing of currently registered DSS students for priority registration	DSS/Registrar
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
December				
	Student Accessibility Survey	ADA/504/Title II-III	Survey from students on accessibility issues on Campus	ADA Coordinator/DSS
	Web Page Scan with JAWS	508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster