

## Accessibility Requirements

All materials that are digitally shared by any NAU unit to any audience (students, faculty, staff, alumni, the public, etc.) must be made to be accessible to assistive technology in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. This includes web content, newsletters, posters, flyers, and other PDF documents.

### Support

There are many ways to create accessible documents. The Usable Materials Center (UMC) at [nau.edu/umc](http://nau.edu/umc) offers both in-person and online tutorial training to colleges, departments, and units on creating accessible documents. This includes training on preparing Word documents for conversion to accessible PDFs and using accessibility tools in software such as Adobe InDesign and Adobe Acrobat (depending on the department's ability to purchase and use this software). The UMC also provides remediation work for existing documents, including complicated forms and informational materials. If the UMC conversion services are required, please plan to submit the document at least two weeks (10 business days) before the due date. For complicated documents, please contact the UMC for assistance in determining the level of remediation necessary. Please keep in mind that documents not created with accessibility in mind may incur a fee if the document must be outsourced for remediation.

## Equal Opportunity Statement

### Publications

The university's nondiscrimination statement must be included in all departmental publications, such as postcards, flyers, brochures, manuals, and guidebooks, describing or inviting participation in programs at Northern Arizona University. The inclusion of the nondiscrimination statement is required by federal regulation and is designed to make clear to prospective applicants or participants the university's commitment to equal opportunity in employment and equal access to its programs and activities.

For any publication that is distributed to the general population that does not outline specific university policies and procedures, the following statements may be used:

General statement:

**NAU is an Equal Opportunity/  
Affirmative Action Institution.**

Complete nondiscrimination statement:

**Northern Arizona University  
does not discriminate in access  
to programs and activities or  
employment on the basis of sex,  
race, age, color, national origin,  
religion, sexual orientation, gender  
identity, disability, or protected  
veteran status.**

### Job Postings and Advertising

In employment publications such as advertising, job postings, and other employee recruitment items, it is required that the university state that it is an equal opportunity and affirmative action employer.

The required statement is:

**Northern Arizona University is an equal  
opportunity/affirmative action employer.  
Women, minorities, individuals with  
disabilities, and protected veterans are  
encouraged to apply.**

Where space is limited such as in pay-per-word job advertisements, the statement may be abbreviated to:

**EO/AA/women/minorities/disabled/  
protected veterans**

Employment postings may also include the general nondiscrimination statement.

For questions or more information, contact the Equity and Access Office at [equityandaccess@nau.edu](mailto:equityandaccess@nau.edu).