University of Florida
Web Standards & Guidelines Checklist

1. General
   1. The website represents the University of Florida not UF Health (1.1)
   2. The website complies with UF copyright policies. (1.2)
   3. The website does not promote commercial activity outside of official University business. (1.3)
   4. If the website contains sexually explicit content, a written warning statement is provided, and the content is accessible only through a password mechanism. (1.4)
   5. If the website is a unit's primary web presence, it is not a blog. (1.5)
   6. The website has at least one current staff who is a site owner or technical contact provided. (1.6)

2. Accessibility
   2.1 Federal
      1. The website includes skip to content links on every page. (2.1.1)
      2. The website includes unique title tags for every page. (2.1.2)
      3. If the website has form inputs, these inputs have associative labels. (2.1.3)
      4. The website is equally functional and navigable when using the mouse, keyboard, or both. (2.1.4)
      5. The website provides alt-text for non-trivial images. (2.1.5)
      6. The website provides links with meaningful text and information as to its end location. (2.1.6)
      7. If the website provides PDF files, these files properly allow highlighting text in a logical order and copying its contents to another program. (2.1.7)
      8. If the website provides videos, these videos are captioned. (2.1.8)
      9. The website has an appropriate language set on every page. (2.1.9)
     10. The website utilizes suitable color contrast ratios between text and background. (2.1.10)
2.2 University of Florida

1. The website follows standards as outlined in the EIT Accessibility Policy. (2.2.1)

2. The website passes or following WCAG 2.0 Level AA accessibility standards. (2.2.2)

3. If the website provides PDF files, these files pass WCAG 2.0 Level AA accessibility standards. (2.2.3)

4. The website does not contain HTML validation errors. (2.2.4)

5. The website contains a link on every page to a “text only” version of itself. (2.2.5)

6. A div with the id of “skip-links” with a series of skip links enclosed is included after the opening body tag of every page within the website. (2.2.6)

7. The website is readable with stylesheets disabled. (2.2.7)

3. Branding

1. The website loads the approved UFL branding at the top of every page and is not obstructed from view by visual elements. (3.1)

2. The website does not use unofficial UFL logos or seals on any page. (3.2)

3. If the website is for a unit that serves a specific part of the university, the unit name is prefixed or used in conjunction with its title or parent unit. (3.3)

4. Captioning

1. If the website contains audio/visual media intended for the general public or any UFL employee who has a relevant accommodation agreement on file with the ADA Coordinator, these materials have appropriate captioning. (4.1)

2. If the website contains audio/visual media provided by instructors for students, these materials have appropriate captioning or transcriptions and are registered with the appropriate disability office. (4.2)

5. Content

1. The website has a link to the UFL homepage with the text "University of Florida" on every page. (5.1)

2. If the website is for a unit of the university that has a parent unit, a link to the parent unit is provided on every page. (5.2)

3. The website provides contact information (e.g. address, phone, email) on every page. (5.3)

4. The website provides a date of when the site or its pages were last updated or reviewed on every page. (5.4)

5. The website does not use the phrase “PO Box ####” on any page. (5.5)

6. The website includes links to the required inclusion resources.
7. The website provides a helpful 404 error page. (5.7)
8. The website includes an input to the UFL search tool. (5.8)
9. The website does not contain duplicate information from ONE.UF. (5.9)

6. **Content Management**
   1. If the website requires a content management system (CMS), the UFIT approved content management platform is TerminalFour. (6.1)
   2. New website designs or redesigns and/or web applications who wish to opt into the web content management system TERMINALFOUR must appoint a Primary Web Coordinator as a technical contact and submit an Add Site form to UFIT Web Services (6.1)
   3. The (CMS) platform utilized has plug-ins that are up to date and adequately vetted to address potential web security breaches by the technical contact. (6.2)

7. **Design & Browser Compatibility**
   1. The website utilizes HTML5 and works on modern browsers. (7.1)
   2. The website does not use tables as the primary means of site structure or layout. (7.2)
   3. The website utilizes external CSS stylesheets for styling. (7.3)
   4. The website provides at least a 16px x 16px favicon. (7.4)
   5. If the website is not under development, assets such as images, css and javascript are not served from development environments. (7.5)
   6. The website does not use Flash. (7.6)

8. **Domain**
   1. The website uses an UFL.edu top-level domain (8.1)
   2. The website uses a subdomain that does not include “UFL” (8.2)
   3. The website uses a domain or subdomain that does not include a person’s name. (8.3)
   4. The website uses a top-level domain hosted on a UFIT approved web server. (8.4)

9. **Mobile**
   1. The website is responsive and mobile-friendly. (9.1)
   2. The website utilizes viewport meta tag(s) to properly handle device width. (9.2)
   3. The website passes the **Google Mobile-Friendly Test**. (9.3)
   4. The website has buttons and inputs that have a decent tap target area. (9.4)
5. The website provides content that is equally available, visible, and navigable regardless of viewport size or viewing device. (9.5)

10. **Security**
   1. The website is loaded over HTTPS with a valid certificate. (10.1)
   2. The website has a secure connection. (10.2)
   3. If the website contains pages that require authentication or forms requesting sensitive data, these pages send requests over SSL with a secure connection. (10.3)
   4. The website does not automatically redirect visitors to an external non ufl.edu domain. (10.4)