ADA/508 Compliance Checklist

1. With the thesis open in Microsoft Word, run the Accessibility Checker.
   a. For instructions, see https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f

2. Review the Accessibility Checker results in the right-side panel, paying particular attention to the following errors and warnings.
   a. Missing alt text
      i. To correct this error, the document should be returned to the student, and they should be advised to add alternate text, as needed. For further instructions, students can be directed to https://support.microsoft.com/en-us/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2
   b. No header row specified
      i. All tables must have a header row. The document should be returned to the student to add this, as needed.
   c. No headings in document
      i. This error will likely be an indication that the student did not use the heading styles provided in the template, in which case they should either migrate their work into the template or apply the styles manually.
   d. Infrequent headings
      i. Encourage the student to consider adding additional headings to improve readability.
   e. Other issues with tables
      i. If the other errors or warnings associated with tables are identified, the student should also be encouraged to address them.

Note: Ideally, we should strive for an Accessibility Checker report free of errors or warnings, but this will often not be possible.

3. If the student undertakes any revisions, run the Accessibility Checker again and ensure the more pressing errors and warnings noted above have been resolved.