

Provide supporting information to justify this request (include market research performed if exception is for acquisition/procurement from a 3rd party):

Date of accessibility evaluation:

No evaluation done. Explain:

Estimated cost of bringing the EIR into compliance (development cost, time, etc.):

No estimate done. Explain:

Planned accessibility compliance date:

No date is planned. Explain:

Other relevant information:

4. Alternative Compliance Methods (Required)

Describe the alternative means of access to inaccessible EIR functionality or content (include position titles responsible for providing/maintaining alternate methods of access, time to implement, etc.):

5. Recommendations (Required)

Dept Head.: N/A Approve Deny Signature: Date:
EIR Officer.: N/A Approve Deny Signature: Date:
CIO/IRM: Approve Deny Signature: Date:

6. President/CEO or Designee (Required)

This exception request is: Approved Denied

Comments:

Date of expiration: 3 mos. 6 mos. 12 mos. 24 mos. Other (specify):

President or Designee Signature:

Date:

For questions or help completing this form, see detailed instructions below or contact EIR Officer.

Form end.

EIR Accessibility Exception Request Instructions

Use.

Submit the exception request to the president or designee for each EIR product or service developed, procured or changed for use by A&M-Commerce personnel, students or the public, which cannot be made fully compliant with applicable TAC 206 and/or 213 accessibility standards and specifications due to significant difficulty or expense to the University.

Copies and Distribution.

Follow the Center for IT Excellence (CITE) Standard Administrative Procedure Accessibility of Electronic and Information Resources for compliance exceptions. The exception request flows through the department management chain to the CITE EIR Officer, CIO/IRM and president or designee.

Detailed Instructions.

All sections are required. For questions or help completing the form, contact the EIR Officer.

Section 1. Requester Information.

The EIR owner may be different from the person requesting the exception. The EIR owner is the person responsible for the resource, defined as the person with statutory or operational authority and responsibility for establishing controls for the EIR's generation, collection, processing, access, dissemination and disposal. This might include a program director or project manager of an EIR application/project or a document/course content author.

Section 2. Description of Inaccessible EIR.

EIR Name:

The EIR name depends on the type of resource in question. The EIR name might be the website or web application name, the document name, or the hardware, office equipment, operating system or software product name with an applicable version number.

EIR Description:

The EIR description includes but is not limited to, as applicable:

- EIR function/purpose.
- URL address.
- Location of hardware or office equipment.
- 3rd party vendor name for a new or renewed acquisition/procurement.
- Routine or expected user groups, e.g., used by all student athletes, all faculty, or parking services staff only.
- Method and frequency of user group availability, e.g., available online via any Internet enabled device 24 hours per day, 365 days per year, or available on the main campus only during normal business hours Monday-Friday, 8am to 5pm.

EIR Type:

Mark the appropriate EIR type. Mark all that apply. Desktop or portable computers, self-contained/closed products and telecommunications products are considered I.T. hardware or office equipment. Operating systems may be marked as software application or described as other.

EIR Status:

Mark the appropriate EIR development status at the time the exception is requested. Mark all that apply, but only mark one of the first three options: 1. under development, 2. under revision, or 3. completed (see below for detailed instructions). In addition, mark acquired or procured from a 3rd party if appropriate.

1. If the resource is new, mark under development and give planned completion date,
2. If the resource has not yet been deployed, mark either under development or under revision and give planned completion date,
3. If an existing resource is being updated, mark under revision and give planned completion date, or
4. If no further development is planned, regardless of whether the resource has already been deployed, mark completed.

Usage Scope for EIR:

Mark the appropriate usage scope for the EIR. Mark all that apply. Define high and moderate traffic, and high and low numbers of users as a percentage of the routine or expected user groups.

- High – 100 to 61%.
- Moderate – 60 to 41%.
- Low – less than or equal to 40%.

Mission critical EIR is a resource that the University, department, program or EIR owner defines as essential to the continued performance of the University, department or program mission. Unavailability of the resource would result in significant financial loss, failure to comply with regulations or legal obligations, institutional embarrassment or University, department or program closure.

Essential job functions may be considered duties performed with high frequency that are important to the program or department operation, and are difficult to redesign and perform in another way or difficult to reassign to available staff as a marginal duty.

Section 3. Justification for Exception.

Reason for Exception:

Mark all appropriate reasons for requesting the exception.

Supporting Information:

Give supporting information to justify the request. Include market research performed if the request is for a new or renewed 3rd party acquisition or procurement. Consider all University resources available to the department or division requesting the exception and describe the significant difficulty and/or expense of achieving EIR accessibility compliance in terms of, as applicable:

- Staff (or vendor) resources.
- Training.
- Technical support.
- Legacy software or systems.
- Cost to achieve accessibility.
- Time constraints.

Date of Accessibility Evaluation:

Give the date that an accessibility evaluation was done. This might be the date listed on the third party vendor VPAT (Voluntary Product Accessibility Template) required for new or renewed EIR acquisitions/procurements. If no accessibility evaluation has been done, give a detailed explanation including planned accessibility evaluation date.

Cost Estimate:

Estimate the cost in time and/or money to achieve accessibility compliance. Include the cost to provide and maintain alternate methods and means of access. If no cost estimate was done, give a detailed explanation.

Planned Accessibility Compliance Date:

Give the date that the EIR will meet accessibility compliance. This might be the date received from a third party vendor in A&M-Commerce purchase negotiations for new or renewed acquisitions/procurements. If there is no planned EIR compliance date, give a detailed explanation.

Other Relevant Information:

This might include defining business needs, and contrasting and comparing accessibility of an existing EIR with accessibility of a replacement EIR, especially if for a new third party vendor acquisition/procurement.

Section 4. Alternative Compliance Methods.

Approved exceptions include detailed plans for alternative methods of access to any inaccessible functionality or content of the EIR.

Describe Alternate Means of Access:

Detail the alternative methods of access. Include position titles responsible for providing and maintaining the alternate methods of access, and expected time to implement alternate methods of access.

To complete the plans, consider user groups who are unable to access the EIR functionality or content:

- People with low vision.
- People who are blind.
- People who are color blind.
- People who are hard of hearing.
- People who are deaf.
- People with cognitive issues.
- People with limited motor control.
- People who cannot speak.

For each user group without functional EIR access, describe how the same EIR functions are accomplished in a timely fashion through alternative methods with substantially equivalent ease of use as users with full EIR access. Where applicable, methods include but aren't limited to:

- Voice.
- Fax.
- TTY.
- Accessible Internet posting.
- Captioning.
- Text-to-speech synthesis.
- Audio description.
- Additional staff assistance.
- Reasonable adaptive/assistive technology accommodation.

Section 5. Recommendations.

All requests receive EIR Officer and/or CIO/IRM review and recommendation before submission to the president or designee for final approval.

For EIR defined with high or moderate usage scopes, department head recommendations are required, and legal/compliance services recommendations are advised when appropriate.

Section 6. President or Designee.

The request is approved or denied by the president or designee. If approved the president or designee assigns an expiration date effective on the exception approval date.

Approved requests expire on the expiration date, at which time the requester/department must resubmit an exception request or have become compliant. Denied requests may not be appealed, and assume that the requester/department must remediate and reassess the accessibility compliance of the EIR.

Original approved/denied requests and any original additional documentation is returned to CITE for state records retention. Requester is notified by accessibility coordinator of request status and receives a copy of the approved/denied request and its additional documentation.

Definitions.

Accessible –

Designed to support access that does not depend on a single sense or ability and can be used in a variety of ways.

EIR (Electronic and Information Resources) –

Includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, or delivery of data or information. The term EIR includes but is not limited to telecommunications products such as telephones, information kiosks and transaction machines, World Wide Websites, multimedia, and office equipment such as copiers and fax machines. The term does *not* include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation is *not* information technology. EIRs are not limited to computer hardware or software, but also include services performed on such hardware and software such as maintenance services. EIRs also include electronic subscription services such as databases available via Internet websites. EIRs are not limited to those that are directly developed, procured, maintained or used by A&M-Commerce, but also include EIRs used by a A&M-Commerce contractor if the contract either requires the use of such EIRs or requires the contractor to use such EIRs to a significant extent in performing a service or furnishing a product.

Exception –

A justified, documented non-conformance with one or more accessibility standards or specifications of TAC 206 and/or TAC 213, which has been approved by the president, designee or chancellor.

Information Technology (as used in the EIR definition) –

Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term includes computers, including desktop and laptop computers, ancillary equipment, desktop software, client-server software, mainframe software, web application software and other types of software, firmware and similar procedures, services, including support services, and related resources.

Product –

Electronic and information technology.

Self-contained/Closed Products –

Products that generally have embedded software and are commonly designed in such a fashion that a user cannot easily attach or install assistive technology. The products include but are not limited to information kiosks in information transaction machines, copiers, printers, calculators, fax machines and other similar products.