Equally Effective Alternate Access Plan (EEAAP)

This document is intended to facilitate proactive planning for equitable access to University procured [Information and Communication Technology (ICT)](https://www.federalregister.gov/documents/2017/01/18/2017-00395/information-and-communication-technology-ict-standards-and-guidelines#p-373) products and services. When medium or high-impact systems, software, or processes do not fully meet accessibility requirements, this document is completed by a representative agent of the department or unit requesting procurement as part of our commitment to ensure timely and accessible access to all users. Individuals may request assistance by submitting a ticket through help.utk.edu.

# ICT Vendor & Product/Service Information

|  |  |
| --- | --- |
| Vendor Name & Website: |  |
| Vendor Representative & Contact information: |  |
| Product Name & Version: |  |
| Product Description: |  |
| Describe Product Purpose: |  |
| Intended End-User & Per Annum Estimate: |  |
| Lifecycle: |  |

# Requestor Information

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor (Individual or Unit) | Phone | Office Location | Date initiated |
|  |  |  |  |

# Institutional Response

Use this table to document known product/service accessibility issues. Under the “Description of Issue” column, identify known product accessibility issue(s) from *validated* vendor VPAT/Accessibility Conformance Report and/or other documentation. Then, for *each barrier* identify alternative solution(s), required resources, and identify responsible parties. Add more rows as needed.

|  |  |
| --- | --- |
| **Accessibility Barrier** | **Equally Effective Alternative Access** |

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Issue | Alternative Solution* Describe alternative solution.
* How will the end user be informed of solution?
 | Required Resources* List required campus resources to accomplish alternative solution.
 | Responsible Party* Name, Title, and Department of parties responsible for implementation
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# Accessibility Statement

The accessibility statement should be posted conspicuously wherever the end user will interact with the platform or software. Recommendations for this form can be found on the [UTK Accessibility Statement Recommendations](https://drive.google.com/file/d/1lnfCl9CWyZb3OBp3c16ARAasj1_cxEJg/view?usp=sharing) document.

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# Accommodation Planning

If EEAAP workarounds are inadequate to provide equal access for a specific individual’s situation, an accommodation plan is necessary.

* **If a student may need an accommodation to use the product/service…**
	+ Contact Student Disability Services ([sds.utk.edu](http://sds.utk.edu/)).
	+ Describe the product/service and the barrier that may need to be accommodated (this allows SDS to prepare for meeting accommodation needs in a timely fashion).
* **If a faculty or staff member, member of the general public, or other non-affiliated person (visitors, vendors, guest speakers) may need an accommodation to use the product service…**
	+ Contact the Office of Equity and Diversity ([oed.utk.edu](http://oed.utk.edu/)).
	+ Describe the product/service and the barrier that may need to be accommodated (this allows OED to prepare for meeting accommodation needs in a timely fashion).

# Administrative Approvals

*By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets UT Knoxville compliance requirements and all disability related legislation.*

|  |  |  |
| --- | --- | --- |
| Title | Name & Signature  | Date  |
| Department Chair/Requestor Manager |  |  |
| Dean/Division Administrator |  |  |
| ADA Coordinator |  |  |

# Supplemental Information

## Applicable Disability Legislation

* [Section 504 of the Rehabilitation Act of 1973](https://www.federalregister.gov/documents/2012/03/14/2012-6122/discrimination-on-the-basis-of-disability-in-federally-assisted-programs-and-activities) and [Section 508 of the Rehabilitation Act of 1973](https://www.section508.gov/manage/laws-and-policies)
* [The Americans with Disabilities Act (ADA)](https://www.ada.gov/2010_regs.htm)
* [UT System Accessibility Policy](https://universitytennessee.policytech.com/dotNet/documents/?docid=165&public=true)

## Document Revision & Control

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| --- | --- |
| Date of EEAAP Creation:  |  |
| Next Scheduled Review (Annual): |  |
| EEAAP Revision and Update Log: |  |