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|  | ELECTRONIC AND INFORMATION RESOURCE (EIR)  Accessibility Exception Request | | |
| 1. Requester Information | | | |
| Requester Name: | | Job Title: | Date: |
| Email: | | Phone: (   ) | **Office:** |
| Program or Division: | | EIR Owner: | |
| 2. Description of Inaccessible EIR | | | |
| EIR Title (the name of the product or service): | | | |
| EIR Description (purpose and function of the EIR)**:** | | | |
| EIR Location (if applicable, include the URL for web-based EIR or physical location of hardware)**:** | | | |
| EIR Type**:**  Web page  Electronic document (PDF, MS Word, PPT, etc.)  Electronic form  Software application  Multimedia or video content   IT hardware or office equipment  Other (Describe): | | | |
| EIR Status:  Under development. Enter planned completion date:  Under revision.  Vendor supplied product in procurement.  Completed/Purchased. | | | |
| EIR Source:  Developed internally.  Acquired or procured from third party (Name of agency or third party:      ) | | | |
| The usage scope for this EIR is (check all that apply)**:**  Public facing, high traffic  Public facing, moderate traffic  Internal use, high number of users  Internal use, low number of users  Mission critical for service delivery  Required to perform an essential job function  Used in staff development or training  Other (Describe): | | | |

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| 3. Justification for Exception |
| Select the reason(s) for requesting this exception (check all that apply)**:**  **Cost prohibitive** - Exceptions based on cost must include documentation of the cost in terms of time and money needed to bring the EIR into compliance. All available college resources for the program or program component for which the product is being developed, procured, maintained, or used must be considered.  **Underlying EIR technology platform not accessible** - When an exception is requested due to the inaccessibility of the underlying EIR technology platform then the exception request must include references to approved exceptions for the underlying platform.  **Adequate skilled resources unavailable** - When an exception is requested due to the lack of adequate skilled resources then the request must include (1) the number of trained staff available to the program who could bring the ICT into compliance; (2) The estimated time that it would take to bring the resource into compliance. (If less than 90 days, then an exception is not required.); and (3) Any additional factors that would limit the availability these resources.  **Large programming impact** - When an exception is requested due to a large programming impact then a project plan for bringing the ICT into compliance must be included with the request.  **Marketplace exception** - Marketplace exceptions may be requested when ICT is purchased and no software exists in the marketplace that meets the business need and is more compliant than the software being purchased. To request a marketplace exception, the following documentation is required: (1) A description of business needs that will be met by the ICT; (2) A list of all ICT that was reviewed, including the accessibility compliance information for all products, if available; and (3) Marketplace exceptions will be requested for the lifetime of the product or the length of the license or contract including renewals.  **Nearing end of life cycle**. Planned retirement date:  **Other** (Describe): |
| Provide supporting information to justify this request: |
| Date of Accessibility Evaluation: |
| 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: |

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| 4. Alternative Compliance Methods | |
| Describe the alternative means of access, including time and expense to implement: | |
| 5. Recommendations | |
| Div. Head:      N/A Approve  Deny Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  Legal Svcs:      N/A Approve  Deny Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  HR Head:      N/A Approve  Deny Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  IRM:      N/A Approve  Deny Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  EIRAC:      Approve  Deny Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: | |
| 6. Executive Director | |
| This exception request is:  Approved  Denied  Comments: | |
| Duration of Exception Granted:   3 mo.  6 mo.  12 mo.  24 mo.  Other (specify): | |
| LSC-PA President Signature: | Date: |

For questions or assistance completing this form, contact [itaccessibility@lamarpa.edu](mailto:itaccessibility@lamarpa.edu).