Equally Effective Alternate Access Plan (EEAAP)

## Purpose of the Equally Effective Alternate Access Plan

In compliance with Section 508 of the Rehabilitation Act of 1973, the University must apply accessibility standards to Electronic Information and Technology (EIT) products and services that it buys, creates, uses, and maintains. When systems, software or processes do not meet requirements of the [Section 508](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh) standards, an alternative access plan must be developed to address the accessibility issue. This form is used to describe the alternate access plan. Plan approval from the University EIT Coordinator is required prior to procurement.

### Instructions

1. The requesting department is responsible for completing sections 1 through 3 below.
2. The requesting department must obtain the appropriate administrative approvals in section 4 and forward the signed form to the University EIT Coordinator either via DocuSign or email.
3. The University EIT Coordinatorwill either (a) approve the form and return it to the requesting department for processing and provide a copy to the disability office or (b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised for compliance to Section 508.
4. The responsible parties listed below are responsible for maintaining a copy of the approved EEAAP and being able to provide a copy upon request. The University EIT Coordinator will also maintain a copy.

## Section 1. Responsible Party for Plan

Name:

Title:

Department:

College/Division:

Phone Number:

Email:

## Section 2. Description of the Affected System, Software, Process, or Other EIT Purchase

Product Name:

Product Description:

Product Purpose:

Is there a different product available that would allow individuals with disabilities to obtain the opportunities and benefits in a timely, equally effective, and equally integrated manner?

Were any alternative products reviewed before purchasing this product?   
If so, what were they and why was this product chosen?

## Section 3. How will “Equally Effective Alternate Access” be provided?

1. **Description of the issue:**

Describe specifically what part of the system, software, or process is a known accessibility issue and is not accessible per [WCAG 2.0 AA](https://www.w3.org/TR/WCAG20/) standards.

1. **Persons or groups affected:**

List the persons or groups who may or will be affected by this issue. Groups may be specific (e.g., IT employees, Engineering students, etc.) or general (e.g., general public, visitors, students only, VCU employees, etc.).

1. **Responsible parties:**

List the names, titles and department(s) of the campus employees who will be responsible for providing equally effective alternate access for the specified known accessibility issue.

1. **How EEAAP will be provided:**

Describe in detail how the responsible departments or persons will provide equally effective alternate access. For example, “To access room availabilities, visitors can go to an accessible web page that contains the same information.”

If needed, you may attach a separate sheet, electronic format only, with this information if necessary.

1. **EEAAP resources required:**

List all resources required to provide equally effective alternative access (e.g. training, equipment, additional staff, etc.).

1. **Remediation Plans (if applicable):**

Provide a brief description or any relevant information regarding repair of the issue by the vendor or third-party service provider, as well as the repair completion date.

## Section 4. Administrative Approvals

By signing this, you affirm that the plan has been reviewed and is an acceptable solution that meets Section 508 compliance requirements.

**Department Chair/Director**

Printed Name & Date:

Signature:

**Other Responsible Parties**

Printed Name & Date:

Signature:

**University EIT Coordinator**

Printed Name & Date:

Signature: