

EIR Accessibility Exception Request Form Instructions



All hardware, software, applications, websites, and other Electronic and Information Resources (EIR) must comply with certain technical accessibility standards. (Examples include, but are not limited to, the EIR categories within the [EIR Accessibility Standards table](#).) If achieving compliance with these standards is not possible, an EIR Accessibility Exception Request Form (pdf) must be submitted for each non-compliant EIR.

Note: An approved exception request is not an exemption from making EIR accessible. Instead, it is documentation of temporary acceptance of risk by Texas A&M University until the EIR or associated service can be brought into compliance through modification, substitution with a comparable accessible EIR, or discontinuation of use due to end of life (EOL).

Please answer **ALL** of the questions completely. **Do not leave any blank. Failure to answer all questions will result in delays in processing your request.**

1. Requester Information

- **Requester Name:** The name of the individual filling out the form.
- **Job Title:** Enter the requester's official job title.
- **Date:** Enter today's date using the format MM/DD/YYYY.
- **Email:** Enter the requester's email address.
- **Phone:** Enter requester's preferred phone number, including area code and extension (if applicable).
- **Office Address:** Enter your office address, including mail stop (if applicable)
- **City, State, and Zip:** Enter the city, state, and zip code of your office address.
- **Program or Division:** Enter the name of the program or division. Examples: Texas A&M Information Technology; TEEX; TAMU College of Liberal Arts.
- **EIR Owner:** Enter the first and last name of the person who owns, has purchased or is securing the EIR.

2. Description of Inaccessible EIR

- **EIR Title:** Enter the name of the EIR. Examples: MATLAB Student 8.3; SunGard Public Sector One Solution CAD and RMS
- **EIR Description:** Provide a short description of what the EIR is and how it is used. If applicable include URL, address or location of hardware or office equipment.
- **EIR Type:** Select one of the following options, or "Other" and enter a description of the EIR type.
- **EIR Status:** Select one of the following options.
- **The usage scope for this EIR:** Select all of the options that apply.

3. Justification for Exception

- **Select the reason(s) for requesting this exception:** Select all of the options that apply.
 - **Cost prohibitive:** The cost for making the EIR accessible is significant in comparison to the departmental, unit or university budget.
 - **Underlying EIR technology platform not accessible:** The technology required to utilize the EIR is not accessible. Example: A given software may have been developed with accessibility in mind, however the hardware is inaccessible.
 - **Adequate skilled resources unavailable:** Skilled personnel to remediate the inaccessible EIR are not available. Note: Sometimes third-party service providers are contracted for this purpose, and this is a viable option if the budget is adequate.
 - **Large programming impact:** Although inaccessible, the EIR presents a significant institutional advantage which impacts the university's mission and/or core values.
 - **Nearing end of life cycle:** The EIR is nearing its end of life, or its useful purpose, so the return on investment for the cost to bring the EIR into compliance does not warrant remediation.
 - **Marketplace exception:** After research of comparable products, it has been determined that an accessible EIR which accomplishes the particular business need of the university is not available.
- **Provide supporting information to justify this request:** Provide a detailed explanation for requesting this exception. Example: No accessible alternative exists which provides screen reader compatible remote support.
- **Date of Accessibility Evaluation:** Enter the date that the accessibility evaluation was performed. Use the format MM/DD/YYYY.
- **Estimated cost of bringing the EIR into compliance:** Enter an estimated dollar amount. Example: \$2,500. If no estimate has been done, you must explain why.
- **Planned Accessibility Compliance date:** Enter the date that you expect the EIR to be in compliance with accessibility standards. Use the format MM/DD/YYYY. If you are unsure of the date or if no date is planned, you must explain why.
- **Other relevant information:** Enter any other relevant information. This could include any features or components of the EIR that are accessible, more details on how the EIR will be used, etc.

4. Alternative Compliance Methods

- **Describe the alternative means of access, including time and expense to implement:** Provide a detailed description of an alternative but equitable means of access for individuals with disabilities who could not otherwise receive the benefit of the EIR in question. This solution must result in an equivalent experience for the user. Example: Orders may also be placed over the phone or in person at the box office utilizing a 24-hour help line. (If others can access information 24 hours a day, 7 days a week utilizing a website, the alternative should provide the same type of access.)

5. Recommendations (for internal use)

- **Form must be approved, signed and dated by the respective Dean or Vice President.**