Electronic and Information Resource (EIR) Accessibility Exception Request

Requester: ____________________________  Date: ____________________________

Position: ____________________________  Phone: ____________________________  Email: ____________________________

Dept./Unit: ____________________________  Address: ____________________________

EIR Owner: ____________________________  Owner Email: ____________________________

Description of Inaccessible Electronic and Information Resource (EIR):

EIR Title: ________________________________________________________________

EIR Description (if applicable, include URL address, or location of hardware, or office equipment):

________________________________________________________________________

EIR Type:

□ Web page
□ Software application
□ Electronic Document (PDF, MS Word, PPT, etc.)
□ Multimedia or video content
□ Information technology hardware or office equipment
□ Electronic form
□ Other
(describe): _____________________________________________________________

Is the EIR:

□ Under development?
Planned Completion Date: ____________________________

□ Under Revision

□ Acquired or procured from third party?
Name of agency or third party: ____________________________

□ Completed

The 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): _______________________________________________________________

For questions or assistance completing this form, contact your agency EIR accessibility coordinator:
Alan Kurk (979-845-9343) – akurk@tamu.edu
Justification for Exception:

Select the reason(s) for requesting this exception:

- Cost prohibitive
- Underlying EIR technology platform not accessible
- Adequate skilled resources unavailable
- Large programming impact
- Nearing end of life cycle
- Marketplace exception
- Other (describe): ________________________________

Provide supporting information to justify this request:

__________________________________________________________________________

__________________________________________________________________________

Date of Accessibility Evaluation: ________________  Est. cost for bringing the EIR to compliance: $______

- No estimate done (explain): _______________________________________________________

Planned accessibility Compliance Date: ________________  If no date is planned, provide explanation:

__________________________________________________________________________

Other Relevant Information:

__________________________________________________________________________

__________________________________________________________________________

Alternative Compliance Methods:

Describe the alternative means of access, including time and expense to implement:

__________________________________________________________________________

__________________________________________________________________________

Agency EIR Accessibility Coordinator Recommendation:

Comments:

- Approval Recommended  - Approval Not Recommended

__________________________________________________________________________

__________________________________________________________________________

Vice Chancellor and Dean for Agriculture and Life Sciences:

This exception request is:  - Approved  - Denied

Duration of Exception Granted:  - 12 months  - 24 months  - Other (specify): ____________________________

Original Signature Required

Vice Chancellor and Dean for Agriculture and Life Sciences  Date

For questions or assistance completing this form, contact your agency EIR accessibility coordinator:

Alan Kurk (979-845-9343) – akurk@tamu.edu