Detailed Instructions (as needed)

Section 1. Requester Information

The EIR owner may be different from the person requesting the exception. The EIR owner is the employee responsible for the resource.

Section 2. Description of Inaccessible Electronic Resource

EIR Title: The EIR title depends on the type of resource in question. For example, the EIR title may be the name of the Web site or Web application. For documentation, use the document title. For hardware or office equipment, use the product name or short description of the product. Include a version number if applicable.

EIR Type: Mark the appropriate type of EIR. Mark all that may apply.

Development status: Mark all that apply.

- Select the development status at the time the exception is requested.
- Select only one of the first three options (under development, under revision, or completed.) In addition, select acquired or procured from a 3rd party, if appropriate.
- Select either under development or under revision if the resource has not yet been deployed. Provide a planned completion date for either case.
- Select under development if this is a new resource.
- Select under revision if an existing resource is being updated.
- Select completed if no further development is planned, regardless of whether the resource has already been deployed.

The EIR is: Mark all appropriate boxes indicating whether the EIR is for public or internal use (or both) and whether it is mission critical, required to perform an essential job function (such as Access HR), etc. The definition of high and moderate traffic, high and low number of users, mission critical, and essential job function are left to you, as they may vary between agencies.

Section 3. Justification for Exception

- Mark all appropriate reasons for requesting the exception.
- Provide supporting information to justify the request. Describe the significant difficulty and/or expense in making the requested EIR compliant. The description should address issues such as program cost, time constraints, staff resources, training, technical support, and legacy software application or electronic information technology.
- Give the date that an accessibility evaluation was done.
- Provide the estimated cost for bringing the EIR into compliance. If no cost analysis was done, please describe why there was no estimate done.

- Give the date for when the EIR will meet accessibility compliance. If there is no planned date to bring the EIR into compliance, provide a detailed explanation.

Section 4. Alternative Compliance Methods

Describe in detail, the alternative method for accessing the information. Include the time and expense to implement the alternative method. Consider the following questions when completing this section:

- Which sets of users will not be able to use the resource (for example, people who are blind, people who have low vision, people who are deaf or hard of hearing, people who cannot speak, people with limited motor control, people who are color blind, people who have cognitive issues, and so on.)
- For each set of users who will not be able to use the resource (or portion of the resource), describe how those people can accomplish the same functions that are not available to them through this resource.

Section 5. Agency EIR Accessibility Coordinator Recommendation

The EIR Accessibility Exception Request is reviewed by the EIR accessibility coordinator before submission to Alan Kurk indicating the recommended approval or denial of the exception.

Section 6. Vice Chancellors Response

The vice chancellor approves or denies the exception. If approved, the vice chancellor indicates the duration of the exception.

Acronyms and Definitions

EIR (Electronic and Information Resources)—includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information.

EIR includes telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia products, and office equipment such as copiers and fax machines.

EIR does not include any equipment containing embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.