Submit the exception request to the office of the CIO/IRM for each Electronic Information Resource (EIR) product or service developed, procured or changed for use by LU personnel, students or public, which cannot be made fully compliant with applicable Texas Administrative Code (TAC) 206 and/or 213 accessibility standards and specifications.

The department requesting the exception must submit the original completed form to the office of the CIO (Carl Parker Building, 101). All exception forms require CIO/IRM review and approval. Any form requiring Presidential authorization will be submitted by the office of the CIO/IRM.

All sections are required. For questions or help completing the form, email [LUCompliance@Lamar.edu](mailto:LUCompliance@Lamar.edu) or call office at 409-880-8489.

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| **Section1: Requestor Information** |

The EIR owner may be different from the person requesting the exception. The EIR owner is the person responsible for the resource, defined as the person with statutory or operational authority and responsibility for establishing controls for the EIR’s generation, collection, processing, access, dissemination and disposal.

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| **Section 2: Description** |

**EIR Name:**

The EIR name depends on the type of resource in question. The EIR name might be the website or web application name, the document name, or the hardware, office equipment, operating system or software product name with an application version number.

**EIR Description:**

The EIR description can include but not limited to, as applicable:

|  |  |
| --- | --- |
| * EIR function/purpose | * URL address |
| * Location of hardware or office equipment | * Required to perform essential job function |
| * Mission critical for service delivery | * Used in staff development or training |
| * Method and frequency of user group   + Online, on campus 24hrs per day | * Routine or expected user groups   + Students, faculty or staff only |
| * Public facing, high traffic | * Public facing, low traffic |
| * Internal use, high traffic | * Internal use, medium traffic |

**EIR Type:**

Mark the appropriate EIR type. Mark all that apply. See below examples.

|  |  |  |
| --- | --- | --- |
| Regulation | Description | Examples |
| TAC 206.70 (B) | Web page or Web Site | Lamar.edu, WeaveOnline |
| TAC 213.30 | Software Application or Operating System | Microsoft Word, Adobe Acrobat |
| TAC 213.31 | Telecommunication Products | Telephones, Fax Machine |
| TAC 213.32 | Video and Multimedia Products | DVD’s, videos, TV’s |
| TAC 213.33 | Self-Contained and/or Closed Products | Kiosks, Copiers, Printers |
| TAC 213.34 | Desktop or Portable Computers | Portable devices, iPad’s |
| TAC 213.35 | Functional Performance Criteria Specifications | Compatible with Assistive Technologies |
| TAC 213.36 | Information, Documentation and Support Standards | Technical Manuals, User Manuals |

**Explanation of exception:**

Detail the explanation of exception(s), for which accommodation may be made. Include statements directly from the documentation provided by the vendor.

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| **Section 3: Expected Date of Expiration (TAC 213.37(A))** |

**Date of expiration:**

List the specific date (ex: 12-01-2014) or “Indefinite Use,” if the product will be used for an unspecified length of time. Approved requests expire on the expiration date, at which time the requestor/department must resubmit an exception request unless the product has become compliant.

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| **Section 4: Alternative Compliance Methods (TAC 213.37(3B))** |

Approved exceptions include detailed plans for alternative methods of access to any inaccessible functionality or content of the EIR.

**Describe Alternative Means of Access:**

Detail the alternative method of access. Include position titles responsible for providing and maintaining the alternative methods of access, and expected time to implement alternative methods of access.

To complete the plans, consider user groups who are unable to access the EIR functionality or content:

|  |  |
| --- | --- |
| * People with low vision | * People who are deaf |
| * People who are blind | * People with cognitive issues |
| * People who are color blind | * People with limited motor control |
| * People who are hard of hearing | * People who cannot speak |

For each user group without functional EIR access, describe how the same EIR functions are accomplished in a timely fashion through alternative methods/formats with substantially equivalent ease of use as users with full EIR access. Where applicable, methods include but are not limited to:

Methods

|  |  |
| --- | --- |
| * Voice | * Text-to-speech synthesis |
| * Fax | * Audio description |
| * TTY | * Additional staff assistance |
| * Accessible internet posting | * Reasonable adaptive/assistive technology accommodation |
| * Captioning |  |

Formats

|  |  |
| --- | --- |
| * Braille | * ASCII text |
| * Large print | * Recorded audio |
| * Compliant Electric Formats |  |

|  |
| --- |
| **Section 5: Justification for Exception (TAC 213.37(3C))** |

Justification for an exception can include but not limited to, as applicable:

|  |  |
| --- | --- |
| * Accessible vendors/products not readily available on open market | * Program time constraints or excessively late delivery dates |
| * Questionable ability of available vendors to perform according to expectation | * Adequate skilled resources/support unavailable to complete the project in an accessible manner |
| * Lack of adequate or timely training | * Underlying EIR technology platform not accessible |
| * Large programming impact | * Currently nearing end of life cycle |
| * Incompatible equipment or systems | * Cost prohibitive |

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| **Section 6: Required Signatures** |

All requests receive IT Compliance Team review before submission to the CIO. For all EIR exceptions requestor and department head signatures are required. Original approved/denied requests and any original additional documentation is maintained by IT for records retention.

ELECTRONIC AND INFORMATION RESOURCES (EIR)

**ACCESSIBILITY EXCEPTION REQUEST FORM**

The department requesting the exception must submit the original completed form to the office of the CIO, Carl Parker 101. Instructions for completing this form can be found at:

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Requestor Information (Required).** | | | |
| **Requester Name:** |  | **Title:** |  |
| **Email:** |  | **Phone:** |  |
| **Department and Division:** |  | **Dean/Director:** | |

|  |  |
| --- | --- |
| **Section 2: Description** | |
| **EIR Name:** | |
| **EIR Description** (if applicable, include URL address, location of hardware or office equipment, name of 3rd party vendor for acquisitions/procurements, etc.): | |
| **EIR Type: (Check all that apply)** | |
| Web page or Web site (TAC 206.70(B)) | Self-Contained and/or Closed Products (TAC 213.33) |
| Software Application or Operating System (TAC 213.30) | Desktop or Portable Computers (TAC 213.34) |
| Telecommunications Products (TAC 213.31) | Functional Performance Criteria Specifications (TAC 213.35) |
| Video and Multimedia Products (TAC 213.32) | Information, Documentation and Support Standards (TAC 213.36) |
| **VPAT Attached?**  **Yes**  **No** | **VPAT Version/Date:** |
| **Explanation of Exception(s):** | |

|  |
| --- |
| **Section 3: Expected Date of Expiration** (TAC 213.37(3A)) |
| **Date of expiration:** |

|  |
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| **Section 4: Alternative Compliance Methods** (TAC 213.37(3B)) |
| **Describe the plan for alternative means of access for persons with disabilities:** |

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| --- |
| **Section 5: Justification for Exception** (TAC 213.37(3C)) |
| **Reason(s) for requesting this exception:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 6: Required Signatures** | | | | |
| **Requester** | Deny | Approve | Signature: | Date: |
| **Dept. Head** | Deny | Approve | Signature: | Date: |
| **CIO/IRM** | Deny | Approve | Signature: | Date: |
|  |  |  |  |  |
| For Internal Use Only: | | | | |
| **Section 7:** (TAC 213.37(3D)) | | | | |
| **Agency Head** | Deny | Approve | Signature: | Date: |