# Exemption Process for Electronic Documents

## Introduction

Exemptions for inaccessible electronic documents might be granted in some cases. An exemption is set for a specific, fixed and reasonable period of time not exceeding one year. Reasons for exemptions are limited and might include complexity or urgency, or if the documents are mission critical to SF State.

## Exemption Process

1. Create a list of all inaccessible electronic documents on your website.
2. Review all documents to make sure that they actually need to be online.
3. Rethink the format of your documents. For example, could some of your documents be in HTML or MS Word or Excel instead of Adobe Acrobat?
4. Create a priority list based on your document list. Which documents are the most important documents that need to be accessible? Create two more lists with medium and low priority documents. Please send all three lists to us.
5. DPRC will develop a remediation timeline in collaboration with your department.
6. After agreeing to the remediation timeline and including an accessibility statement on your website next to the inaccessible documents, we will grant you permission to go live. Example of an accessibility statement: *The following documents may have accessibility issues. If you encounter problems with accessing or filling out the document, please contact:[name/office/phone/email*.]

## Follow-Up

Once you have completed the remediation of your documents, please contact our office for a re-evaluation. If we have not heard from your office by the end of the exemption period, the ATI team at DPRC will contact you. If the accessibility barriers have not been remediated, the ATI team will work with you on developing a new strategy to accomplish the remediation plan.