

# San Francisco State University Equally Effective Alternate Access Plan (EEAAP)

San Francisco State University is required to apply accessibility standards to [Information and Communication Technology (ICT)](https://www.federalregister.gov/d/2017-00395/p-373) products and services. When systems, software, or processes do not fully meet accessibility requirements, this document is completed by the purchasing department with assistance from the DPRC to affirm the institutional response in providing effective and equitable alternate means of access.

## ICT Vendor & Product/Service Information

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| Vendor Name & Website |  |
| Vendor Representative & Contact information |  |
| Product Name & Version: |  |
| Product Description: |  |

## Requestor & Usage Information

|  |  |
| --- | --- |
| Name: | Title: |
| Department: | College/Division: |
| Product Purpose: |  |
| Enter the estimated number of users that will be using this product annually: |  |
| How long do you plan to use this product? How often will it be renewed? |  |

## Institutional Response

| Accessibility Barrier | Equally Effective Alternate Access | | |
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| **Description of Issue:**  Known product accessibility issue(s) per section 508 & CSU ATI Standards from *validated* vendor VPAT/Accessibility Conformance Report.  Common disabilities impacted by accessibility barriers:  Blind, low-vision, dexterity, mobility, deaf, hard of hearing, cognitive, learning processes, psychological, speech/communication. | **Alternative Solution:**  Describe alternative solution.  How will the end user be informed of solution? | **Required Resources:**  List required campus resources to accomplish alternative solution. | **Responsible Department:**  Name, Title, and Department of parties responsible for implementation |
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| Accessibility Statement  An accessibility statement should be posted conspicuously wherever the end user will interact with the platform or software. [CSU ATI Product Accessibility Statement Recommendations](http://teachingcommons.cdl.edu/access/procurement_process/documents/ATIProductAccessibilityStatementRecommendations-v1.05.docx). |
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| Accommodation Plan  If EEAAP workarounds are inadequate to provide equal access for a specific individual’s (student, staff, faculty, the general public or other non-affiliated person situation), an accommodation plan is necessary. The requesting department is responsible for working with the individual and may consult with the Disability Programs and Resource Center (DPRC) as necessary. The DPRC may be contacted at dprc@sfsu.edu or x82472. |
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## Administrative Approvals

*By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets CSU ATI compliance requirements and all disability related legislation (listed in the reference section of this document).*

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| Director of Disability Programs and Resource Center |  | Date: |
| Requesting Department Head |  | Date: |
| Dean/Division Associate Vice President |  | Date: |

## EEAAP Distribution

*Distribute this completed form electronically for all named parties to access. Ownership and revision responsibility of completed EEAAPs are with the office responsible for campus ATI implementation. Record receipt of distribution below.*

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| Product requestor |  |
| Program Manager, Accessible Technology Services, DPRC |  |
| ADA/504 Compliance Officer |  |
| Other designee(s) as named in EEAAP implementation |  |

## Supplemental Information

### Applicable Disability Legislation

* [Section 504 of the Rehabilitation Act of 1973](https://www.federalregister.gov/documents/2012/03/14/2012-6122/discrimination-on-the-basis-of-disability-in-federally-assisted-programs-and-activities) and [Section 508 of the Rehabilitation Act of 1973](https://section508.gov/content/learn/laws-and-policies)
* [The Americans with Disabilities Act (ADA)](https://www.ada.gov/2010_regs.htm)
* [California Government Code 11135](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=11135.) and [California Government Code 7405](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=7.&title=1.&part=&chapter=18.1.&article=)
* [CSU ATI requirements](https://www.calstate.edu/AcadAff/codedmemos/AA-2013-03.html)

### Document Revision & Control

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| --- | --- |
| Date of EEAAP Creation: |  |
| Next Scheduled Review: |  |
| TAR# (if applicable) |  |

**NOTE: Retain this EEAAP document along with vendor VPAT/ACR documentation and Roadmap.**