California State University Equally Effective Alternate Access Plan (EEAAP)

All CSU campuses are required to apply the CSU Accessible Procurement Framework to [Information and Communication Technology (ICT)](#) products and services. When medium or high-impact systems, software, or processes do not fully meet accessibility requirements, this document is completed by the campus EEAAP Committee to affirm the institutional response in providing alternative means of access.

ICT Vendor & Product/Service Information

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

Requestor & Usage Information

Office Extension:	Office Location:	Date:
Describe Product Purpose:		
Intended End-User & Per Annum Estimate:		
Lifecycle:		

Institutional Response

Accessibility Barrier	Equally Effective Alternate Access		
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. **IDENTIFY SOLUTIONS FOR EACH SOFTWARE PLATFORM**	**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

Accessibility Statement

The accessibility statement should be posted conspicuously wherever the end user will interact with the platform or software. CSU ATI Product Accessibility Statement Recommendations.

Accommodation Plan

If EEAAP workarounds are inadequate to provide equal access for a specific individual's situation, an accommodation plan is necessary.

- If the accommodation is for a student:

Contact the campus Services to Students with Disabilities Office. Describe the software and why the student cannot access it (what is the issue).

- If the accommodation is for staff or faculty, the general public or other non-affiliated person (visitors, vendors, speakers):

Contact the campus Human Resources Department. Describe the software and why the faculty or staff cannot access it (what is the issue).

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).

Department Chair/ Requestor Manager:	Please **print** name, contact info, and sign:	Date:
Dean/Division Vice President**:**	Please **print** name, contact info, and sign:	Date:
ADA Compliance Officer:	Please **print** name, contact info, and sign:	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.

Product requestor and their department:	Please **print** name, contact info, and sign:	Date:
ADA Compliance Officer:	Please **print** name, contact info, and sign:	Date:
Campus Disability Director: (if applicable)	Please **print** name, contact info, and sign:	Date:
Other designee(s) as named in EEAAP implementation: (if applicable)	Please **print** name, contact info, and sign:	Date:

Supplemental Information

Applicable Disability Legislation

- Section 504 of the Rehabilitation Act of 1973 and Section 508 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act (ADA)
- California Government Code 11135 and California Government Code 7405
- CSU ATI requirements

Document Revision & Control

Date of EEAAP Creation:		
Next Scheduled Review: (Annually)		
EEAAP Revision & Updates Log:		Date:

NOTE: Retain this EEAAP document along with product impact information, vendor VPAT/ACR documentation, and Accessibility Roadmap.