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

Requester Information: _____

Date: _____

Describe Product Purpose: _____

Intended End-User & Per Annum Estimate: _____

Users Impacted (Students, Employees, or both):_____

Lifecycle: (Annual or one time): _____

Institutional Response and Equally Effective Alternate Access

Accessibility Barrier **Description of Issue and non-conformance:** **(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 and Campus Response. 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.

> **In furtherance of California State University, Dominguez Hill's overall mission of accessibility and commitment to excellence through diversity, equity and inclusion, DH strives to ensure that its information and communication technology is accessible to everyone.**
> **https://www.csudh.edu/it/security-compliance/compliance/**

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).

Signature Instructions: The actual form for collecting signatures will be kicked off from Adobe Sign after you submit this form to Compliance Department. Please fill out the email address boxes for the requester, and your approvers.

Department Chair/ Requestor's Manager: Please Provide CSUDH email address: _____

Dean / Division Vice President: Please Provide CSUDH email address: _____

ADA Compliance Officer:

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 Provide CSUDH email address _____

ADA Compliance Officer:

Campus Disability Director:

in EEAAP implementation:

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.