

# Help Document Only



OFFICE OF INFORMATION TECHNOLOGY | ELECTRONIC AND INFORMATION RESOURCES (EIR) ACCESSIBILITY

## Department EIR Accessibility Exception (EAE) DMND0001273

### 1. Overview

UT Tyler is required to complete an Electronic Accessibility Exception (EAE) for all Electronic and Information Resources (EIR) when the resource is not accessible or if we do not know if the resource is accessible per [Texas Administrative Code 213.37](#), [UT System Rule 150](#) and the [Americans with Disabilities Act, Title II](#).

This form must be completed accurately and approved by the department head or other individual that has been delegated signature authority for this form by the University President. **Approval of this form signifies your acceptance of the risk and liability associated with using a resource that is not accessible.**

Requester of the EIR: Please review the completed sections and fill out sections

### Electronic and Information Resource Name:

**Requested Resource from the Technology Assessment Form**

### Requester Contact Information

Contact the requester below for more information about this resource and its use at UT Tyler.

**Requester from the Technology Assessment Form – this person gets the exception form**

### 2. Use

**Usage pulled from the Technology Assessment Form**

#### A. Usages of this technology/software as indicated on the Technology Assessment Form:

- ☒ Teaching and Learning
- ☐ Healthcare Services
- ☒ Research or Information Analysis
- ☐ Credit/Debit Card Payment Processing
- ☐ Administration or Financial
- ☐ Library Services
- ☐ Collaboration or Communication
- ☐ Other: \_\_\_\_\_

**B. Describe how the product is used within your department/area in detail:**



**Needs to be completed by the person who is requesting the solution.**

**Example:**

Teaching and Learning - RStudio is an open-source integrated development environment (IDE) for R, a powerful programming language used to teach students statistical computing, data analysis, and visualization.

Research or Information Analysis - RStudio allows research data analysis by facilitating statistical computing, data analysis, and visualization.

**Population (from Technology Assessment form):**

**Low – Extremely High based on utilization and population**

Students: 800 students

Faculty/Staff: 300 faculty/staff

Public: No Public Use Indicated

**Cost (from Technology Assessment form):**

**Low, High based on price set in UTS Rule 150.**

[\$10,424]


**Note:** Accessibility and Risk Assessment data is input by the Accessibility Specialist from the review of accessibility documentation submitted by the vendor, scoring and manual/automated testing when applicable.

This section cannot be edited by requesters.


**3. Accessibility and Risk Assessment**

**Accessibility Assessment**


• **VPAT Score (A-F):**

-  **Note:** Voluntary Product Accessibility Template (VPAT) review as well as manual and automated testing when indicated by the Accessibility Specialist.
- It is scored on an A-F scale with an associated number value in parenthesis. A perfect score is 7300 and very rarely the case though it may be reported as such by the vendor.


- **Overall Accessibility Risk Score (Low-Ext High):**

-  **Note:** Analysis of the VPAT Score, Usage Level and Cost determines overall risk and exception type required.


- **Is this resource accessible to those with disabilities?**

-  **Note:** The answer to this question will be “No” if the vendor does not meet all criteria to support each disability group.

- **Should UT Tyler anticipate that accommodations will be required?**

-  **Note:** If the vendor does not meet all criteria to support each disability group, the answer to this question will be “Yes”.


- **Those that we expect will encounter difficulties using this resource are people with the following disabilities:**

 **Note:** The disabilities listed in this area are those groups which were not fully supported based upon responses within the VPAT or manual and automated testing. The seven groups listed are represented in the VPAT Scorecard:

- Motor Issues
- Cognitive Disorders
- Low Vision
- Hearing Loss
- Colorblindness
- Blindness
- Epilepsy

### **Risk Assessment**

The vendor's Accessibility Conformance Report indicates that this resource is not accessible to people with disabilities. The risk for use of this resource is considered **[Indicate Risk Score]**.

 Overall Accessibility Risk associated with the requested solution

#### 4. Justification

In accordance with UT System Rule 150, this exception is based on the following, per TAC 213.37:

- A. Date of expiration:** This EIR Accessibility Exception is valid for one year. **\*All Exceptions: valid for 1 year\***
- B. Requester: Please provide a plan for alternate means of access for persons with disabilities.**  
We highly recommend reviewing the Help Guide provided in the DocuSign documentation or located within the Technology Assessment request in HelpNow.



#### **Needs to be completed by the person who is requesting the solution.**

Please review and select from the feasible examples below or provide modified/additional plans.

Please read the following important notes:

- 1) Alternate accommodations will be provided by UT Tyler, not the vendor. While some vendors may have good ideas of alternate plans, ultimately this is a UT Tyler responsibility.
- 2) An exception is being requested, therefore, the technology in question most likely does not support typical assistive technologies such as screen readers, speech to text, braille, keyboard navigation, sip and puff navigation, etc., due to the way the resource was designed/developed. Therefore, listing these as alternate means is **not a good idea because they will not work**. However, if certain assistive technologies have been tested and prove they work, please list them.
- 3) If the student or employee is expected to work remotely, will the alternate plan still work? If not, is it feasible for them to come to campus or reach them where they are?
- 4) Plans that state things such as the below are **unacceptable**:
  1. A person with disabilities will not be hired (unless HR allows)
  2. A person with disabilities cannot be in the field/class (unless the academic program allows)
  3. No one in my department/class has or will ever have a disability

These plans will be sent back to the requester to be corrected. This is a Federal and State regulatory requirement, so please keep that in mind.
- 5) For assistance with Student Accommodation plans, please reach out to the Office of Student Accessibility and Resources (SAR) [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).
- 6) For assistance with Employee Accommodation plans, please reach out to the ADA Coordinator in the Human Resources (HR) department at [humanresources@uttyler.edu](mailto:humanresources@uttyler.edu).
- 7) Please refrain from stating that all persons with disabilities will be sent to the SAR/HR departments is the only alternate plan. Alternate plans should be tangible solutions that can be used.

Examples of alternate plans:

1. Provide an alternative assignment that does not require the EIR in question.
2. Provide the same assignment, project, data, or information without using the EIR in question. Please list and describe the alternate products, tools, or modalities.
3. Provide magnified/extra-large print-outs or hand-written materials.
4. Provide human assistant(s) who can provide support and guidance.
5. Provide other physical auxiliary aids.

### C. Justification for this exception and institutional resources available.

Please provide the reason an exception for this technology is justified. Possible reasons include: no other comparable technology that is compliant exists (list other solutions researched), technical barriers that would prevent the department from changing to a different EIR, high cost of comparable EIR remediation of existing one (list price differences or projections), plans or progress made towards compliance (vendor provided) and other challenges that prohibit compliance. We highly recommend reviewing the Help Guide provided in the DocuSign documentation or located within the Technology Assessment request in HelpNow.



#### Needs to be completed by the person who is requesting the solution.

Document the reason an exception is justified.

Possible reasons:

1. **No other comparable technology that is accessible exists** – Requester should list the alternative solution(s) that were considered and the critical requirements that were not met or reason(s) it is not suitable.
2. **Technical barriers that would prevent changing to a different EIR** – For example, changing to a different EIR would take several months, require significant effort, and would be highly complex. If the EIR is used for a grant with special requirements or terms, please provide the name of the grant, Principal Investigator(s), and the special requirements or terms.
3. **Cost of comparable EIR or remediation of this one** – Provide costs of purchasing a different technology or the cost of fixing the one proposed in this exception, and the available budget.
4. **Proof of work towards compliance or plans to reach compliance** – If the vendor is in the process of addressing accessibility issues or has made plans to initiate them, please provide them and/or attach. Specific features that will be addressed and timelines are helpful.
5. **Other challenges** - Explain any other challenges that would prevent full compliance.



#### The Documentation Requested is done. What Happens Next?

After the exception documentation has been completed, it is taken to the EIR Accessibility Committee for review and approval/denial of the requested solution and submitted documentation.

The requester of the solution will be asked to attend a “Placeholder” EIR Committee meeting. If the requester is unable to attend, a delegate should be appointed. Failure to attend the meeting can result in the review of your solution being moved to the following week’s agenda.

If the committee has any requests or recommendations with their approval, they are listed under the EIR Committee Recommendation in Section 5 below.

The document will be sent back out via DocuSign for signatures or additional documentation, if requested, within 48 hours of the meeting’s adjournment.



**Note:** Standard verbiage will be included in all exceptions stating that the requesting department is aware of the requested solution's nonconformance with the Department of Information Resource's accessibility conformance criteria and that the department assumes responsibility for ensuring that accommodation(s) for employees/students are provided when/if the need arises.

## UT Tyler Campuswide Alternate Access Plan

**CRITICAL!** It is not acceptable to copy and paste verbatim the examples provided in this document. Each requester must provide information that is specific to the EIR requested.

### Student Use

The requesting department must ensure that the students/clients know how to request accommodations.

#### **Academic Purposes:**

Upon receipt of accommodation request, the faculty/staff member will make the required accommodations. An interactive process may be required to create appropriate access for a student. You may contact the SAR center for assistance with this process.

#### **Non-academic purposes:**

Every effort should be made to make the necessary accommodation(s) for any student/employee that desires to use this resource. If the department needs assistance with an accommodation plan, please contact the SAR Center.

### Employee Use

Per UT Tyler HOP Procedure 6.08, it is the responsibility of The University of Texas at Tyler to provide an auxiliary aid or find a reasonable alternative that will allow an employee to complete the essential functions of their job unless the request is determined to be unreasonable or will impose an undue hardship on the University.

Every attempt must be made to ensure the availability of necessary auxiliary aids to accommodate an employee with an ADA accommodation at the time the employee begins work. It is the responsibility of the department to work with Human Resources to engage in an interactive process to evaluate the request, determine the aid to be provided, and identify sources for obtaining the aid (purchasing, leasing, or hiring).

### Public Use

Members of the public may be invited to virtual events, to events using electronic presentations of information, or to use electronic resources. The department hosting the event will strive to understand what accommodation(s) may be necessary and be prepared to ensure the virtual event or resource is inclusive and accessible. Follow best practices by ensuring all attendees know where to request accommodation(s).

## 5. EIR Committee Recommendation

### **[Date] – EIR Accessibility Committee Exception Review Meeting**

#### **Required Attendees:**

#### **Optional Attendees:**

#### **Recommendation:**



**Note:** EIR Committee Recommendations are completed by the Accessibility Specialist and unable to be changed by the requester.

EIR Committee Authorized Delegate \_\_\_\_\_ Date: \_\_\_\_\_  
 Laura Waits, EIR Accessibility Coordinator

## 6. Authorized Signatures and Next Steps

Your signature confirms that you have been notified that this resource is not accessible, or may not be accessible, in accordance with TAC 213/206, UTS150 and ADA Title II and that you are prepared to make the necessary accommodations in conjunction with the SAR Center and the ADA Compliance Office, as needed.

You are encouraged to urge the vendor to resolve the accessibility issues or seek an alternate resource in the future that does not have these accessibility concerns.

Only the one delegated signature authority by the university president as listed in the following section may provide department/division approval.

Requester Signature \_\_\_\_\_ Date: \_\_\_\_\_  
[Requester Name and Title]

Authorized Delegate Signature \_\_\_\_\_ Date: \_\_\_\_\_  
[Authorized Delegate Name and Title]

## Internal Tracking

EIR Accessibility Specialist Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Bri Tull, EIR Accessibility Specialist

CIO Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Isai Ramirez, CIO and VP of Information Technology

## Next Steps

All approved EAE forms for each quarter are reviewed by UT Tyler's ACTER committee. If additional action is required as a result of the ACTER meeting, the requester will be notified.

EAEs are valid for one year. If this resource will be renewed next year, please submit the new Technology Assessment in ServiceNow at least 60 days prior to expiration.