



Alternative Access Plan¹

In compliance with Section 508 of the Rehabilitation Act of 1973 and the Illinois Information Technology Accessibility Act (IITAA), Information and Communications Technology (ICT) products and services that the University buys, creates, uses, and maintains must either conform to the ICT Accessibility Policy, standards set forth by the current published version of [W3C Web Content Accessibility Guidelines \(WCAG\)](#), or have an approved exception that provides an equal effective alternative access plan. This form is used to document the Alternative Access Plan (AAP), and it must be included as part of an accessibility exception request.

When units procure ICT that does not meet the requirements and standards set by WCAG, an AAP must be developed to document how an alternative method of access to the information, service, or experience will be provided. The alternative access provided must be appropriate for the needs of those with disabilities who might use the ICT and must allow for equivalent efficiency and inclusiveness.

Important Considerations

As you implement your plan for providing a method of alternative access, remember the three E's of accessibility:

- **Equally Integrated** – Providing similarly inclusive experience and access
- **Equally Effective** – Providing equal opportunity or outcome
- **Equivalent Ease of Use** – Providing access that is not substantially more difficult for users with a disability

Individuals must not be made to disclose their disability in order to utilize the alternative method of access. To maintain the standards of inclusiveness and

¹ This document is based on the [Alternative Access Plan](#) developed at University of Illinois at Urbana-Champaign



timeliness, the alternative method of access should be made available in a way that individuals do not need to request access.

Date:

Information and Communications Technology (ICT)

Section 1: Description

Name of ICT product or service:

Provide sufficient details about the product or service to ensure correct identification at a later date. If applicable, supply product version numbers to ensure correct identification of the product.

Enter product name here:

ICT Description:

Include the vendor information and a brief description of the type of application, system or process.

Intended ICT Use:

Indicate below how the ICT will be used.



Section 2: Description of the Accessibility Issue(s)

Functional Modalities Impacted

The accessibility issues in this ICT will negatively impact individuals in the following interaction modalities (Check all that apply):

- **Without vision or with limited vision**, where a visual mode of operation is provided
- **Without perception of color**, where a visual mode of operation is provided
- **Without hearing or with limited hearing**, where an audible mode of operation is provided
- **Without speech**, where speech is used for input, control, or operation
- **With limited manipulation, reach, and strength**, where a manual mode of operation is provided
- **With limited language, cognitive, and learning abilities**; making the operation of the ICT more difficult for individuals with limited cognitive, language, and learning abilities



Description of the Issue(s)

Briefly describe how access barrier(s) in the product impact the interaction modalities indicated above.

Example: Employees who are blind will be unable to complete compliance training such as Ethics training.

Section 3: Alternative Access Plan Details

Alternative Access Provision

Describe in detail how the equally effective alternative access will be provided. Explain how this alternative mitigates the issues described in Section 3 above.

1. What will the responsible party need to do to provide the equally effective AAP?

2. What must those who need to use the AAP do to obtain access?



Responsible party(s):

List the name(s) and NetIDs of the system office employee(s) who will be responsible for providing the AAP described in this plan.

Section 4: Communication Plan

Describe in detail how the existence of and instructions for making use of the AAP will be communicated.

Important: An effective communication plan will include provision for ongoing communication. This is especially important for application add-ons, where the individuals utilizing the add-ons for a project or course would be responsible for communicating about the AAP.

1. How will those who need to use the AAP be made aware of it?

2. What will the responsible party need to do to communicate how to use the AAP?



3. If the responsible party is not the originator or part of the originating unit for the AAP, how will the existence and use of the AAP be communicated?