

Alternate Access Plan (AAP)

Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC's identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses, and maintains. When informational materials and technologies do not conform to those guidelines, an alternative access plan will be developed to address the accessibility issues. This form is used to describe the alternate access plan.

Instructions

1. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 4 below.
2. The requesting department will obtain the appropriate administrative approvals in section 5.
3. The appropriate administrator will either **approve the form** and return it to the requesting department for processing or **return the form unsigned**. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
4. The department executive administrator or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

Section 1. Plan Creator Information

Name:	
Title:	
Division:	
Email:	
Date:	

Section 2. Course Information

Course Code:	
Course Name:	
Course Reference Number (CRN) of Master:	
Frequency of Course (Fall, Spring, Summer?):	
Program (if applicable):	

Section 3. Vendor/Publisher Product Information (If Applicable)

Description of the affected informational material and technology purchase from vendor.

Vendor/Publisher Name:	
Product Name:	
Product Description:	
Product Purpose:	

Section 4. How will “Alternate Access” (AA) be provided?

1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.	
2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).	Applicable students who will use technology and other means to access content.
3. Responsible person(s): List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.	Course Designer
4. How will AA be provided: Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.	
5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.	Course Designer Academic Resources Disability Support Services
6. Repair Information: Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third-Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form.	
7. Timeline for Unforeseen events: A timeline to plan, create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.	An interactive process with the student will be scheduled as soon as possible to determine barriers and how to overcome them.

Section 5. Administrative AAP Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.

Title:	Signature:	Date:
Requestor		
Dean / Department Head		
Disability Support Services		
Accessibility Specialist		
AVP, Academic Affairs		