Accessibility Approval/Exceptions Request Form

Send completed form and any accompanying documentation to accessibility@nau.edu.

Date:

Requestor:
Name:
Phone:
Email:
Department:
Requestor's Supervisor:

What product/service are you attempting to purchase or use (name)?

Describe the product/service and its intended use:

Identify the manufacturer:

Estimate how many individuals will be using the product:

Students ___, Faculty ___, Staff ___, Members of the Public ___, Other ___

IF ONLY ONE PERSON WILL BE USING THE PRODUCT/SERVICE, THEN YOU MAY SKIP THE REMAINING QUESTIONS AND SUBMIT THE FORM. (You may also continue providing additional information if you already have it.)

What is the expected duration of use of the product?

What accessibility issues have been identified?

Does the product have a VPAT (Voluntary Product Accessibility Template), statement of accessibility, and/or third-party verification of accessibility?
(Please attach)

If the product is not fully accessible, does the seller have a roadmap to make the product fully compliant? Explain and/or attach completed Roadmap.

Have you investigated other products which perform a similar function? Explain:

If the product is not fully accessible, explain why it is necessary to purchase the product:

If the product is not fully accessible, explain in detail how you will ensure an equally effective alternative is available for individuals with disabilities.
   1) **Description of the issue:**
      Describe specifically what part of the system, software, or process is a known accessibility issue and how it is not accessible:

2) **Responsible person(s):**
   List the name(s) and titles of the campus employee(s) who will be responsible for providing equally effective alternate access (EEAA) for the specified known accessibility issue as described in Number 3.

3) **How will Equally Effective Alternative Access (EEAA) be provided:**
   Describe in detail how the responsible department(s)/person(s) equally effective alternate access will be communicated and what will be provided.

4) **EEAA Resources Required:**
   List any resources required (including training, equipment, additional staff, etc.) to provide equally effective alternate access for the known issue.

5) **Timeline for Unforeseen events:**
   A timeline to plan, create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond campus policy and/or outside of the realm of the questions above.