

Plan for Alternate Access

CSUN is required to apply accessibility standards to [Information and Communication Technology (ICT)](https://www.federalregister.gov/d/2017-00395/p-373) products and services. When systems, software, or processes do not fully meet accessibility requirements, this document is completed by the product owner (requestor), with the support of the [CSUN Alternate Access Plan Working Group](#_CSUN_Alternate_Access), to affirm the institutional response in providing **effective** and **equitable** alternate means of **access**.

## ICT Vendor & Product/Service Information

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| --- | --- |
| Vendor Name  |       |
| Vendor Representative & Contact Information |       |
| Product Name & Version |       |
| Product Description |       |

## Requestor & Usage Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name       | Title       | Department       | College/Division       |
| Office Extension       | Email       |  | Date       |
| Product Purpose  |       |
| Enter the estimated maximum total ANNUAL number of users that will be using this product. |       | For example, software for a class with 20 students per session, five sessions per semester, offered twice each year, would add up to 200+ users annually. |
| How long do you expect this product to be in use at CSUN? Please describe any plans to expand use beyond the number of users given above. |       |

## Institutional Response

| Accessibility Barrier***(This section will be prefilled by the UDC)***  | Alternate Access: Equitable & Effective |
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| **Description of Issue:** 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. | **Alternative Solution:** Describe alternative solution. 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 |
|       |       |       |       |
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| Accommodation PlanIf Alternate Access Plan workarounds are inadequate to provide equitable access for a specific individual’s situation and that individual wishes to request an accommodation plan, they should contact the appropriate office, listed below. * If the accommodation is for a student:
	+ Disability Resources and Educational Services (DRES) at dres@csun.edu or 818-677-2684.
	+ NCOD: Deaf and Hard of Hearing Services at ncod@csun.edu or 818-677-2054 (telephone) or 818-671-4443 (videophone).
* If the accommodation is for staff or faculty, the general public or other non-affiliated person (visitors, vendors, speakers):
	+ Equity and Diversity at equityanddiversity@csun.edu or 818-677-2077.
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## Administrative Approvals

*By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that strives to meet CSU ATI compliance requirements and disability related legislation (listed in the reference section of this document).*

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| Department Chair/ MAR  |       | Date:       |
| Dean/Division Vice President‡ |       | Date:       |

## Distribution

*Distribute this completed form electronically for all named parties to access. The Universal Design Center (the office responsible for campus ATI implementation) has ownership and revision responsibility for completed Alternate Access Plans. Record receipt of distribution below.*

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| --- | --- | --- |
| Universal Design Center (UDC) | Name, contact info, and signature      | Date:       |
| Product requestor  | Name, contact info, and signature      | Date:       |
| Other designee(s) as named in Alternate Access Plan implementation | Name, contact info, and signature      | Date:       |
| Disability Resources and Educational Services (DRES) ‡ | Name, contact info, and signature      | Date:       |
| NCOD: Deaf and Hard of Hearing Services ‡ | Name, contact info, and signature      | Date:       |
| Equity and Diversity ‡ | Name, contact info, and signature      | Date:       |

‡ If signature is needed, as determined by the CSUN Alternate Access Plan Working Group based on product audience, impact and priority.

## Supplemental Information

### Applicable Disability Legislation

* [Section 504 of the Rehabilitation Act of 1973](https://www.federalregister.gov/documents/2012/03/14/2012-6122/discrimination-on-the-basis-of-disability-in-federally-assisted-programs-and-activities) and [Section 508 of the Rehabilitation Act of 1973](https://section508.gov/content/learn/laws-and-policies)
* [The Americans with Disabilities Act (ADA)](https://www.ada.gov/2010_regs.htm)
* [California Government Code 11135](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=11135.) and [California Government Code 7405](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=7.&title=1.&part=&chapter=18.1.&article=)
* [CSU ATI requirements](https://www.calstate.edu/AcadAff/codedmemos/AA-2013-03.html)

### CSUN Alternate Access Plan Working Group

Representatives from:

* Computer & Mobile Device Committee (CMDC)
* Disability Resources and Educational Services (DRES)
* Equity and Diversity
* NCOD: Deaf and Hard of Hearing Services
* Universal Design Center (UDC)

### Document Revision & Control

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| Next Scheduled Review |       |
| Revision Control Log |       | Date:       |

**NOTE: Retain this Alternate Access Plan document along with vendor VPAT/ACR documentation and Roadmap.**