

# Highline College EEAAP

## Equally Effective Alternative Access Plan

By policy and in practice, Highline College requires that Electronic and Information Technology (EIT) be accessible and usable by all people including people with disabilities. Where it is not possible to provide fully accessible technology, an Equally Effective Alternative Access Plan (EEAAP) must be developed to document resources and processes for ensuring access to EIT products and services.

This EEAAP form is a framework for addressing barriers to access in college-provided technologies.

### Plan creator information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

### Affected product information:

Product Title: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact Information: \_\_\_\_\_

Purpose of Product: \_\_\_\_\_



Describe the need for an EEAAP (potential and actual issues):

**Is there a VPAT or other accessibility information for this product?**

Yes

No

Unknown

**What accessibility issues are likely to be associated with the use of this product?**

**Who would be affected by the issues listed above (select all that apply)?**

Students (engaged in academic work)

Employees (faculty/staff, student staff, contractors)

External users (general public, alumni, student organizations)

Other



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If students are affected:

**What are the learning outcomes associated with this product? (E.g., students will be able to identify and distinguish between molecular models.)**

**List all options for teaching this material to students who are unable to use the application. (E.g., students will be directed to a web page that provides audio descriptions of molecular models.)**



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**Describe how Equally Effective Alternative Access options will be communicated to students in the course syllabus, electronic communications, and announcement in the first class.**

Sample language: *“This course requires the use of [name/description of tool] which is currently not fully accessible to users using assistive technology or has not yet been reviewed fully for accessibility. If you use assistive technology to access the course material, please contact your faculty member and Access Services at 206-592-3857 or by e-mail at [access@highline.edu](mailto:access@highline.edu) as soon as possible to discuss other effective means for providing equal alternate access.”*

If employees are affected:

**How is this product needed as part of the essential job function? (E.g., employee needs to be able to enter their time sheet with this application.)**

**List all options for alternative ways to complete job duties. (E.g., employee will enter time in an alternate document which their supervisor will process.)**

**Provide information about how Equally Effective Alternative Access will be communicated to staff in internal documents, supervisor 1:1, etc.**

For examples of appropriate language, please contact HR.



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If external customers (general public, student organizations, alumni, etc.) are affected:

**What service does this product provide to external customers? (E.g., visitors can access event schedules for a performance venue.)**

**List all options for alternative ways to access this information by a user who may not be able to use this application. (E.g., to access performance schedules, visitors can go to a different web page that contains the same information.)**



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**Describe how Equally Effective Alternative Access will be communicated to all users on website, marketing materials, etc.**

Sample language: *“Highline College is committed to making technology accessible for all users. However, this product may not be fully accessible for all individuals, including those who are using screen readers and other assistive technologies. We are working with the supplier to make this accessible to all. If you use assistive technology and need to access this product please contact [person's name and email] or call [phone number] for assistance.”*



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How will Equally Effective Alternative Access be provided?

**Who will coordinate Equally Effective Alternative Access for this product?**

Name: \_\_\_\_\_

Job role: \_\_\_\_\_

**What resources (e.g., training, staff hours, budget) will be required to provide Equally Effective Alternative Access for this product?**

**What steps will be taken to provide Equally Effective Alternative Access for this product (select all that apply)?**

- Contact vendor
- Correct inaccessibility issue in original resource
- Provide alternate resource (please describe below)
- Remove/suspend resource
- Alert resource owner
- Other (please describe below)



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**How will accessibility issues be corrected?**

**What is the timeline for providing Equally Effective Alternative Access?**

Within one hour of discovery

Within 24 hours of discovery

Within 48 hours of discovery

Within 72 hours of discovery

More than 72 hours after discovery (enter timeframe)

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