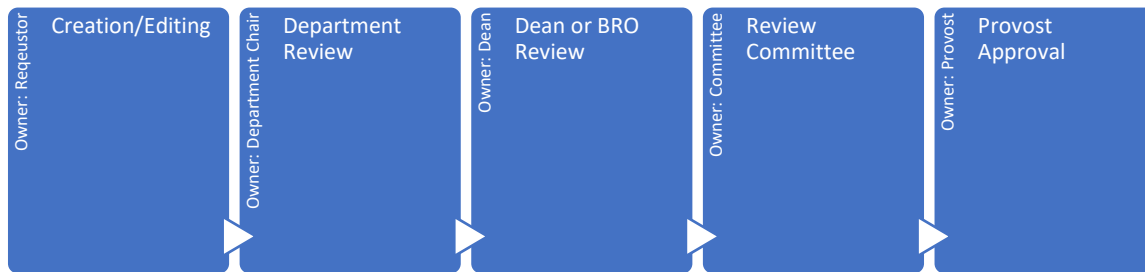# Accessibility Exception Requests - Summary

Wichita State University's Accessible Content Policy (8.11) requires that all instructional content be accessible. This document details the procedure for requesting those exceptions.

Step 1: Requesting Person completes the form
Step 2: Requesting Department Approves Request
Step 3: Requesting Dean or Budget Officer Approves Request
Step 4: Accessibility Exception Review Committee Reviews Requests
Step 5: Provost Approves Request.

Owner: Requestor — Creation/Editing	Owner: Department Chair — Department Review	Owner: Dean — Dean or BRO Review	Owner: Committee — Review Committee	Owner: Provost — Provost Approval

REQUESTING AN EXCEPTION: WHAT IS REQUIRED?

The goal of an exception is to document the process by which we will ensure that the university provides effective access, with substantially equivalent ease of use, to instruction, information and services for eligible individuals in a timely manner.

- **Rationale:** Why should this exception be granted?
- **Equally Effective Access Accommodation Plan:** What do you recommend if a user with a disability needs to be able to access this resource?
- **Communication Plan:** How will you alert users to this exception?
- **Compliance Plan:** How will you work towards an accessible future?

WHAT'S NEXT?

- Training coming in the fall (part of the Academic Resources Conference in August)
- Web-based process will be unveiled at that time

WHAT CAN YOU DO RIGHT NOW?

- Talk to your publishers/vendors about the accessibility of their products
- Think   about   suggested   accommodations

Questions? Contact john.jones@wichtia.edu/x7751