

General Guidelines for E&IT Accessibility

1. E&IT Categories
 - Software application and operating systems
 - Web-based information and applications
 - Telecommunications products
 - Video and multimedia products
 - Self-contained, closed products such as kiosks, copiers and fax machines
 - Desktop and portable computers

2. Rule of Thumb
 - Does it fit into one of the six E&IT categories?
 - Is it electronic?
 - Does it have a display and/or keypad that people interact with?
 - Does that display have information about creating, converting, sending, receiving, or duplicating any sort of data or information?

3. Examples of Accessibility Considerations – All disabilities should be considered when evaluating accessibility:
 - Visual
 - Auditory
 - Motor
 - Cognitive

4. Exemptions – require written justification and supporting documentation. Requests will be evaluated on a case-by-case basis.
 - Fundamental alteration: Altering the product to meet accessibility requirements would so change the article that the it would not meet its intended purpose
 - Technical infeasibility: Not possible to make it accessible
 - Commercially unavailable: It doesn't exist
 - Undue burden: Would have to prove that the cost is high enough to cause a financial burden to the college/department (must evaluate not only purchase cost, but potential liability cost as well, and develop contingency plan in the event that the item will need to be used by someone with accessibility challenges)
 - "Back Office"
 - Applies to equipment that only technicians interact with and which is not accessible by the public
 - The cost is high enough to cause a financial burden to the college/department (must evaluate not only purchase cost, but potential liability cost as well, and develop contingency plan in the event that the item will need to be used by someone with accessibility challenges)