# Request for exemption to Policy 188 requirements.

Requested Item Name:\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Date: \_\_\_\_\_\_\_\_\_

Does WCC have a current VPAT for the product requested? **YES** / NO

Does the requested item meet current federal 508 requirements? YES / **NO**

Does the requested item meet current WA OCIO Policy 188 requirements? YES / **NO**

Is the requested item used by more than one person? **YES**/NO

## Exemption Criteria

If an exemption is requested, per WCC Procedure 745:

A written request for exemption may be made to the IT Director following review and endorsement by the appropriate director, division chair, or supervisor. Exemption requests should detail what accessibility requirements cannot be met by the technology product. The request should also detail why attempting to meet accessibility requirements would cause an undue burden to college resources, employees, and/or students. Requests should indicate other options or vendors considered and why they were not selected. The respective vice president, in consultation with the Office of Access and Disability Services and IT Director will evaluate the request based on the following criteria:

* What solutions (technology or otherwise) are currently in place? Will this technology improve or hinder accessibility?
* What constituent groups will this service affect?
* Can accommodations be made to overcome barriers to accessibility?

## Exemption Criteria Met?

Does the written exemption has the necessary director, div chair, or supervisor signatures? YES / NO

Does the exemption list accurately what is not accessible? **YES** / NO

Does the exemption list the undue burden? **YES** / NO

Does the exemption list other options not selected, and why? **YES** / NO

Does the exemption have an accommodations plan for each disability affected? **YES** / NO

## Exemption Granted?

Was both the IT Director and the Director of Office of Access and Disability Services consulted on the exemption request? YES / NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IT Dir Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OADS Dir Signature

Exemption Granted? **YES** / NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice Presidents Signature

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