Equally Effective Alternate Access Plan (EEAAP)

The EEAAP is a commonly used tool at universities to create and document a plan for providing equally effective alternatives when a Digital Technology cannot be made directly accessible to persons with disabilities. The UMS EEAAP may be completed by anyone needing to employ such a technology in a situation that could cause a barrier to persons with a disability. An individual faculty may develop and submit an EEAAP for an inaccessible web-based application or an academic department may do so on behalf of all department faculty. Once an EEAAP is approved, others may edit a copy for their department and submit it for approval.

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Types of EEAAPs

1. Standard EEAAP - The standard EEAAP form is used to create a plan from scratch.
2. Templated EEAAP - For common technologies used in many areas of the UMS, a "Template EEAAP" or TEEAAP may be available to use in your area. To determine if a TEEAAP exists for a technology visit the Digital Technology Accessibility Product Status database, search for the technology, and look for an entry with status "TEEAAP". For more details about TEEAAPs refer to the section below.
3. Department EEAAP - University departments may rely on a group of technologies that share similar barriers and alternate access plans. For example, a department may rely on several different 3D CAD software packages. In this case, a Department EEAAP (DEEAAP) that identifies the characteristics and names of the softwares covered, and a common plan for accommodations for those technologies may be proposed by the sponsor. Department EEAAPs follow the same approval process as Standard EEAAPs. Similar technologies employed in the future, may be added to the DEEAAP, after approval by the Digital Accessibility Coordinator.

What Makes a Good EEAAP?

1. The technology or materials are the most accessible ones available in the market that fit the business requirements.
2. The technology’s use case including the purpose, how it is used, types of users and specifically which courses, programs and/or activities could be affected are listed.
3. If it is impossible to provide an equally effective alternative without creating a "fundamental alteration" of the activity, evidence is provided to support the argument.
4. The specific types of accessibility barriers and types of disabilities affected are listed.
5. The proposed equally effective alternative provides:
   a. the same opportunities;
   b. with the same level of access (time, place, frequency);
   c. with the same level of integration with other activities or technologies;
   d. with a substantially similar ease of use.
6. The person(s) responsible for providing the alternative are specified.
7. If there are resources needed or costs to providing the alternative, they are listed, along with the university’s acceptance of responsibility.
8. A plan for communicating the barriers and the equally effective alternative to all who use the technology is detailed.
9. The plan submitter and at least their supervisor/department head has indicated their approvals. (signatures are not required).

Instructions for developing/approving Equally Effective Alternate Access Plans

1. The IT Accessibility Coordinator will, upon request, create a working copy of the EEAAP template in a location where it can be developed by the sponsor and other interested parties. Alternatively, the sponsor of the plan (faculty person, staff member, administrator, etc.) downloads the EEAAP template and completes it.
2. The sponsor is encouraged to consult with their campus disability services provider, Human Resources, the IT Accessibility Coordinator, etc. for suggestions and informal review while developing the EEAAP.
3. Detailed instructions are included in the EEAAP template.
4. The EEAAP contains space for comments and approvals from several different campus areas. The following approvals at the campus level are required: Sponsor/Plan submitter, department chair/director/dean or Sponsor supervisor, if academic-related, the campus learning support services director.
5. Notify the IT Accessibility Coordinator that the EEAAP is ready for review by sending email to: accessibleit@maine.edu.
6. The IT Accessibility Coordinator reviews the EEAAP and may direct questions to the submitter or other stakeholders.
7. Depending on scope and risk associated with barriers and proposed EEAAP, the Coordinator may direct the EEAAP to others for review/approval.
8. Upon completion of IT review, the IT Accessibility Coordinator submits the EEAAP to the system ADA Coordinator (Equal Opportunity Office).
9. The ADA Coordinator reviews the EEAAP and directs questions as needed.
10. The ADA Coordinator informs the Sponsor and stakeholders of the outcome of their review of the EEAAP.

The current University of Maine System EEAAP template is available here.

If you require assistance filling out the EEAAP, please contact accessibleit@maine.edu.

Note: Completed EEAAPs are public documents.

Utilizing a Templated EEAAP (TEEAAP)

You may be able to use a Templated EEAAP (TEEAAP) for a common technology used in other areas of the UMS:
1. First visit the Digital Technology Accessibility Product Status database and search for the technology.  
2. Look for a row for the technology with status "TEEAAP".  
3. You may use the "EEAAP link" column on that row to view the existing TEEAAP  
4. Read the TEEAAP and pay particular attention to the section "How Equally Effective Alternate Access" will be provided.  
5. If the plan works for your area:  
   a. make a copy of the TEEAAP using google drive  
   b. update the department information, courses/programs where used, responsible persons, etc.  
   c. If you haven't modified how equally effective alternate access will be provided then sign the new EEAAP, have your department chair or supervisor sign it, and then send it (or a link to it) to accessibleIT@maine.edu  
6. If the plan does not work for your area, then you cannot used the TEEAAP. You will need to submit your own digital technology review request.  
   Please indicate in the additional information area on the form that the existing TEEAAP does not apply in your situation.  

**EEAAP Repository**  
Completed EEAAPs are here.  

*The university is required to provide people with disabilities the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.*