**Alternate Access Arrangement**

A fully accessible product may not be available. In those instances, a plan to arrange access must be in place to quickly handle access issues when they arise for individuals. Before purchasing the product, ways in which areas of concern will be addressed must proactively be considered.

If you have two or more inaccessible/partially accessible products that serve similar purposes and would be accommodated similarly, one alternate access arrangement listing all the products and potential accommodations can be submitted.

Once completed, email the following information to the [Director of ADA Compliance](mailto:adacompliance@mtsu.edu) for review.

Attach all the information from the Vendor Product Accessibility Agreement

Who will be using the product?

What is the purpose of the product?

How is the product used?

Proposed Accommodations for the currently inaccessible features (the vendor as well as campus resources such as the Director of ADA Compliance or a member of the staff at the Disability & Access Center could help when determining potential reasonable accommodations