

Alternate Access Plan

Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC's identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternate access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

Instructions

1. Alter the bolded areas in brackets ([]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
4. The appropriate administrator will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
5. The [department executive administrator] or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

Section 1. Plan Creator Information

Name	Title	Unit	Date
Mary Brannock	Coordinator of Student Tutoring	Student Services	11/30/23
Office Phone 423-798-7982	Office Location WS Niswonger Campus 226	Postal 37743	

Section 2. Description of the Affected Informational Material and Technology Purchase


Affected product is a:	NetTutor (Vendor: Link-Systems International)
Product Name:	NetTutor
Product Description:	NetTutor is a 24/7 online tutoring service.
Product Purpose:	NetTutor supplements WSCC tutoring by providing after-hours tutoring.

Section 3. How will "Alternate Access" (AA) be provided?

<p>1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>No major issues detected. If problems do occur, they will be addressed promptly.</p>
<p>2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).</p>	<p>Students using the NetTutor platform from Link-Systems.</p>
<p>3. Responsible person(s): List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Mary Brannock – Coordinator of Student Tutoring Students will let Mary know of any problems with NetTutor.</p>
<p>4. How will AA be provided: Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>Alternate Access will be provided should issues arise and will be addressed on an as-needed basis.</p>
<p>5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>The company will be available to help with any technological issues that arise.</p>
<p>6. Repair Information: Include the following information in this section: a. Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form.</p>	<p>Vendor will seek to resolve any accessibility issues that occur.</p>
<p>7. Timeline for Unforeseen events: A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.</p>	<p>I. Students are instructed on how to use NetTutor. II. If accessibility issues do occur, students will notify responsible person. III. Vendor will address any accessibility issues should they be needed.</p>

Section 4. Administrative AAP Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.

Department Head [or other responsible party]	Mary E. Brumack	Date: 11/30/2023
Executive [or other responsible executive]		Date: 11-30-2023

AAP attachment

4. How will AA be provided: (continue from item 4 in section 3)

See Item 4 in Section 3. A completed CNR form has been submitted by the vendor.