**Voluntary Product Accessibility Template (VPAT) Exception Request Form**

A Voluntary Product Accessibility Template (VPAT) is required by Marquette

to ensure vendors meet expected standards. In cases where a vendor either does not have a VPAT or has a VPAT with a lower standard, an exception is required to move forward.

Please complete all items below and return to: Dan Freer, VPAT Exception Committee ([daniel.freer@marquette.edu](mailto:daniel.freer@marquette.edu))

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Is this a new purchase 🞏 or a renewal 🞏 of an existing technology?

1. What does this technology (e.g., software) do?
2. Who would have access to it (e.g., students, faculty, general public, etc.)
3. What is the estimated number of people who would likely access it in a given time period?
4. Why is this technology important?
5. Are there any other options / substitutes for this technology?
6. If this vendor currently has a VPAT but it doesn’t meet Marquette’s level of compliance, please indicate when compliance can be expected.
7. For how long are you seeking a VPAT exception? Why is this length of time necessary?
8. What is the impact if this exception request is denied?

Submitted by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For VPAT Exception Committee Use Only***

*The VPAT exception request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been*

🞏 *Approved* 🞏 *Denied*

*by the VPAT Exception Committee on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

If denied, the reason(s) for the denial follow:

If approved, the approval is subject to the following conditions:

*Updated September, 2022*