Accessibility Request Procedures

Accessibility project requests will be reviewed by the Office of Instructional Technology staff. **Each request must be submitted two weeks prior to the intended due date.** Projects we support include document remediation, captioning of instructional videos, and creating accessible emails. Some project requests may require departmental funds and need to be outsourced. Therefore, submitting a request does not guarantee we are equipped to complete it. However, all projects will be reviewed and assessed on a case by case basis within 48 hours during business hours.

Project Request Guidelines

Each project will have specific formatting needs therefore must be submitted individually. For example, if you have two separate documents or media pieces that need to be made accessible, you will submit two requests.

To initiate your request, complete the [PNW ADA Project Assistance Intake Form](#). A member of the Office of Instructional Technology (OIT) staff will contact you with an estimated timeline for completion and ask additional questions, if needed, within 5 business days.

Contact for Questions?

Please contact the [Office of Instructional Technology](#).

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