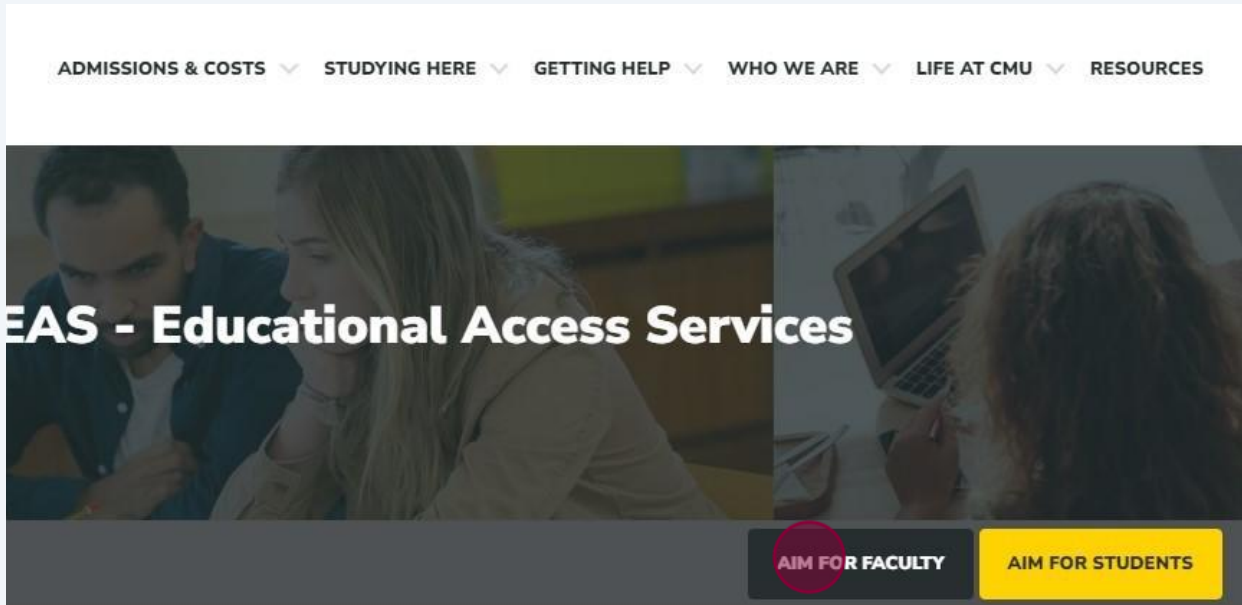


Set Up Flex Plan on AIM Platform

How to initiate, review, copy, and complete Flex Plan agreements for DRA and Flex Turn-In Date accommodations in the AIM Faculty portal.

1 Navigate to [AIM Faculty Portal](#)



970-248-1856

Educational Access Services
eas@coloradomesa.edu

Houston Hall 108

2 Click "CONTINUE TO VIEW STUDENT ACCOMMODATIONS"

This Privacy Reminder will appear EVERY TIME you log into AIM.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

[CONTINUE TO VIEW STUDENT ACCOMMODATIONS >](#)

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3 Click "Flex Plan" on the left menu

[BACK TO MY PROFILE >](#)

HOME

- > Overview
- > Upload Syllabus
- > Alternative Testing
- > **Flex Plan**
- > Video Captioning

[SIGN OUT >](#)

STUDENTS WHO REQUESTED ACCOMMODATIONS

[REFINE SEARCH >](#)

Records Found: 4 (Showing: 1 - 4)

View	PDF	CRN	Subject	Course	Section	Student
View	PDF	X202404	EAT	200	002	Mickey
View	PDF	X202404	EAT	200	002	Minnie
View	PDF	X202403	EAT	100	001	Minnie
View	PDF	X202403	EAT	100	001	Mickey

Initiate Flex Plan Agreement

4

Faculty are asked to initiate the Flex Plan agreement for each student request according to the accommodation (DRA or Flex Turn In Dates) and course.

Agreements can be copied across courses and students (See Step 6). To complete an agreement, Click "View" next to the request.

View	Status	Initiated On	CRN	Subject
View	Completed	08/06/2024	X202403	EAT
View	Not Initiated		X202404	EAT
View	Not Initiated		X202404	EAT
View	Not Initiated		X202404	EAT

5

Answer the questions for the Flex Plan agreement. *Questions are required.

to upon by the instructor, student, and EAS to ensure all flexibility requests are reasonable and appropriate. There are instances where attendance or related activities can be justified as an essential part of how the course is taught and/or how learning is achieved. Flexibility agreements should **never fundamentally alter a course**.

Contact Educational Access Services by emailing eas@coloradomesa.edu

TRIAL CLASS (CRN: _____)

_____ used for the _____

LIST OF QUESTIONS

Is attendance factored into the student's final grade for this course? *

Select One

Additional Comment:

What is the number of disability-related absences allowed for this course (including existing syllabus flexibility)? For example, 2 per syllabus + 2 DRA = 4 days *

absences (DRA)

Explanation:

Disability-Related Absence (DRA) is only to be used for the health reason on record with EAS. DRA should be used for health or medical experience with potential impact on class attendance. Seasonal colds/flu or other health or non-health matters not recorded with EAS are not eligible for DRA.

DRA is based on the course, not the individual student.

What is the number of disability-related absences allowed for this course (including existing syllabus flexibility)? For example, 2 per syllabus + 2 DRA = 4 days *

- 2 days
- 3 days
- 4 days
- 5 days
- 6 days
- Other (Please list number of days) (Additional Comment Required)
- N/A - attendance not recorded/part of grade

Additional Comment:

Syllabus helps EAS support the essential
ing of your course when developing
th a student.

osen

sen

No Records Found

ests in the Same Course: This option will copy
students in the same course with the same
iere the status of the Flex Plan is **Not**

What specific dates cannot be missed or excused, i.e. "Black Out
Days"? (Check All that Apply) *

- Presentations (dates should be made available to student)
- Exams (dates should be made available to student)
- Final Exams
- No Black Out Days
- Other (Please explain) (**Additional Comment Required**)

Additional Comment:

For assignments given or collected within the missed class
session, how long will the student have to complete it once
received? *

- 24 hours
- 48 hours
- 72 hours
- Other (Please specify time) (**Additional Comment Required**)

Additional Comment:

the Same Course: This option will copy responses in the same course with the same accommodation where the status of the Flex Plan is **"Not Initiated"**.

My Courses: This option will copy responses in **any course** with the same accommodation where the status of the Flex Plan is **"Not Initiated"**.

Other (Please specify time) **(Additional Comment Required)**

Additional Comment:

▼

Part A: What should be done in lieu of attendance/participation?

Nothing (review of missed material)

Recording of responses for missed discussion

Alternative assignment as assigned

Attend office hours or schedule appointment

Other **(Additional Comment Required)**

Additional Comment:

6

At any time, faculty can select to copy the agreement for other students or across courses using the dropdown under "Action".

Available Options:

- Copy to Other Requests in the Same Course:** This option will copy responses to other students in the same course with the same accommodation where the status of the Flex Plan is **"Not Initiated"**.
- Copy to Other Requests in My Courses:** This option will copy responses to other students in **any course** with the same accommodation where the status of the Flex Plan is **"Not Initiated"**.

Action:

Select One▼

Part A: What should be done

Nothing (review of missed material)

Recording of responses for missed discussion

Alternative assignment as assigned

Attend office hours or schedule appointment

Other **(Additional Comment Required)**

Additional Comment:

Part B: How long does the student have to complete participation? (missed work/assignment)

7

Faculty should upload a copy of syllabi or course schedules to further explain course flexibility policies. This can be done at any time under the "Upload Syllabi" section.

Not Initiated

UPLOAD SYLLABI

Uploading your Course Syllabus helps EAS support the essential requirements and learning of your course when developing reasonable flexibility with a student.

File Title:
Syllabus & Course Schedule

Select File: ⓘ

Choose File No file chosen

8

Click "I agree to the statement listed." Click "INITIATE AND REQUEST REVIEW" This will move the agreement to EAS for review. EAS will then request the student to review the agreement before the agreement is finalized and marked as complete. Faculty will receive an email of completed agreements.

should be the same for any student with a DRA accommodation, regardless of the student's disability.

Students are responsible for course content, lecture notes, and information presented on the day access by ensuring the materials are available to the student promptly.

The flexibility agreement will be mutually agreed upon by the instructor, student, and EAS to ensure instances when flexibility is not reasonable such as when attendance or related activities can be learning is experienced, demonstrated and measured. Flexibility agreements should **never fundar**

Questions or concerns should be directed to Educational Access Services by emailing eas@color

Completing the Flex Plan Agreement means you (the instructor) will abide by the terms set forth.

I agree to the statement listed.

INITIATE AND REQUEST REVIEW > **VIEW HISTORY >** **BACK TO LIST >**

QUESTION?

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INITIATE AND REQUEST REVIEW >

VIEW HISTORY >

BACK TO LIST >

QUESTION?

Review Modified Agreements

9

Requests that have been modified need instructor review and approval/denial. In the Flex Plan module, Click "View" next to the request labeled with "Waiting for Staff Review".

Records Found: 4 (Showing: 1 - 4)

View	Status	Initiated On	CRN	Subje
View	Completed	08/06/2024	X202403	EAT
View	Waiting for Staff Review	08/12/2024	X202404	EAT
View	Not Initiated		X202404	EAT
View	Not Initiated		X202404	EAT

10

Faculty can view the changes to the agreement under the "View History" button at the bottom.

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UPDATE AND REQUEST REVIEW >
VIEW HISTORY >
BACK TO LIST >

QUESTION?

Educational Access Services (EAS)
eas@coloradomesa.edu
(970)248-1856
Colorado Mesa University

11

Each question will be displayed with an update history so faculty can easily see the requested change. Click "CLOSE" to return to the agreement to make changes or accept the agreement.

WHAT IS THE NUMBER OF DISABILITY-RELATED ABSENCES ALLOWED FOR THIS COURSE (INCLUDING EXISTING SYLLABUS FLEXIBILITY)? FOR EXAMPLE, 2 PER SYLLABUS + 2 DRA = 4 DAYS

Updated On	Updated By	Changes
August 12, 2024 08:40 AM	Samantha Huddleston	<ul style="list-style-type: none"> What is the number of disability-related absences allowed for this course (including existing syllabus flexibility)? For example, 2 per syllabus + 2 DRA = 4 days: 3 days
August 12, 2024 08:39 AM	Samantha Huddleston	<ul style="list-style-type: none"> What is the number of disability-related absences allowed for this course (including existing syllabus flexibility)? For example, 2 per syllabus + 2 DRA = 4 days: 2 days

are reasonable and appropriate for the course is taught

student's final grade for this course

Previously ▼

12

EITHER Click "I agree to the statement listed." to accept the agreement with the requested modification OR change the answer to a question and click the agreement statement.
Click "UPDATE AND REQUEST REVIEW"

individual and course-by-course basis. This is NOT a retroactive solution, but rather a proactive effort to ensure that all students have access to the course materials.

The provision of a doctor's letter to the professor should not be required to utilize the accommodations are intended to build onto the existing flexibility within the course regarding attendance. **should be the same for any student with a DRA accommodation, regardless of the student's diagnosis.**

Students are responsible for course content, lecture notes, and information presented on the day of class. Access to course materials is provided to students through Canvas LMS. Students must have access by ensuring the materials are available to the student promptly.

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[UPDATE AND REQUEST REVIEW >](#) [VIEW HISTORY >](#) [BACK TO LIST >](#)

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[UPDATE AND REQUEST REVIEW >](#) [VIEW HISTORY >](#) [BACK TO LIST >](#)