

Setup Flex Plan in AIM - By Course

How to initiate a Flex Plan agreement for DRA and Flex Turn-In Date accommodations in the AIM Faculty Portal

1 Navigate to [AIM Faculty Portal](#)

ORADO MESA UNIVERSITY

ADMISSIONS & COSTS ▾ STUDYING HERE ▾ GETTING HELP ▾ WHO WE ARE ▾ LIFE AT CMU ▾ RESOURCES 🔍 🗓️

APPLY

EAS - Educational Access Services

New students ▾ Returning students

AIM FOR FACULTY AIM FOR STUDENTS

Educational Access Services

- Apply for Accommodations
- Accommodation Information
- Alternative Testing ▾
- AIM Enrolled Students
- Staff and Faculty Resources in EAS ▾
- Resources for Family
- Resources for Students with Disabilities

Scholarship Opportunity & Registration Info

2025 Teresa Haven Scholarship for students with disabilities: applicants must have everything submitted by April 15, 2025. [See the details and apply here.](#)

Course options for Summer and Fall 2025 are available for viewing. Registration opens at the end of March. Learn more about courses, dates and meeting with advisors here: [Course Registration](#)

EAS is open 8am-5pm, Monday thru Friday.

Last updated 3/12/25

970-248-1856

Educational Access Services
eas@coloradomesa.edu

Houston Hall 108

2 Click "Continue to View Student Accommodations"

BACK TO MY PROFILE >

HOME

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

SIGN OUT >

ACCESS POLICY

Please read the following before viewing CONFIDENTIAL student information:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records. I acknowledge this EVERY time I log into this EAS portal.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as of the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents and to maintain confidentiality.

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 >

Version: 5.25.03.A - Licensed to Accessible Information Management, LLC. Copyright © 2010-2025 by Haris Gunadi. All rights reserved.

3 Click "Flex Plan" from left menu or 3-line menu from mobile device.

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

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

SIGN OUT >

Previous Term **Term: Spring 2025**

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

Records Found: 6 (Showing: 1 - 6)

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status
View	PDF	40656	ACCT	202	003	[REDACTED]	Emailed
View	PDF	40003	ACCT	202	006	[REDACTED]	Emailed
View	PDF	40003	ACCT	202	006	[REDACTED]	Emailed
View	PDF	40656	ACCT	202	003	[REDACTED]	Cancelled

4 Scroll to Step 1 and Click "View" to complete a Flex Plan for that singular course.

1

Number of Plans Not Initiated

Total Request: 1

0

Number of Plans Initiated

Total Completed Request: 0

STEP 1: SELECT COURSES (FOR BULK SPECIFY)

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100

<input type="checkbox"/>	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	
<input type="checkbox"/>	View	Not Initiated	2	40003	ACCT	202	006	7		02/08/2025	

STEP 2: SELECT AVAILABLE OPTIONS

Select from the list of courses above to specify Flex Plan in bulk.

SPECIFY FLEX PLAN FOR MULTIPLE COURSES >

5 Answer all Flex Plan questions.

Want to learn more? – check out the [Flexibility Accommodation webpage](#) here. Questions or concerns should be directed to Educational Access Services by emailing eas@coloradomesa.edu

Note: Required fields are marked with an asterisk (*).

STUDENT REQUEST

Course Information:
ACCT 202.006 - PRIN OF MANAGERIAL ACCT (CRN: 40003)

Students:

-
-

LIST OF QUESTIONS

If class participation is part of the student's overall grade, in what way and frequency is the participation evaluated or tracked? *

Note: This question only applies to Disability-Related Absences (DRA).

Additional Comment:

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:

Select File: @

What is your excused absence make-up policy for this class? *

Note: This question only applies to Disability-Related Absences (DRA).

Additional Comment:

6

Use the Upload Syllabi section to provide the course syllabus or course schedule.

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:

Select File: ⓘ
 No file chosen

LIST SYLLABI

[Upload Additional Syllabus and Manage All Syllabi](#)

No Records Found

What is your excused absence make-up policy for this class? *

Note: This question only applies to **Disability-Related Absences (Df**

Select One

Additional Comment:

Within what timeframe should a student have any extended deadline assignments, missed work or alternative assignments turned in? No Late penalty should not be assessed if the assignment is received within the timeframe listed. *

Select One

Additional Comment:

For which assignment types/categories can students request a reasonable extension? (Check all that apply) Group work is not eligible for deadline extensions. *

Note: This question only applies to **Flexible Turn In Dates**.

Reading Assignments - D2L, textbook platform, or other online format

7

Click "Initiate and Request Review" - EAS will review and mark as complete or follow up with questions.

Excessive or chronic use of flexibility should be reported and discussed with EAS to determine if other accommodations or interventions are necessary. *Excessive/Chronic = more than 5 extensions *

Note: This question only applies to **Flexible Turn In Dates**.

Select One

Additional Comment:

FORM SUBMISSION

QUESTION?

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

Version: 5.25.03.A - Licensed to Accessible Information Management, LLC. Copyright © 2010-2025 by Haris Gunadi. All rights reserved.