

Flex Plan Agreement in AIM

Students will review flex plan agreements initiated by instructors to manage flexibility accommodations such as DRA and Flex Turn-In Dates.

1 Navigate to [AIM Portal](#)

You might be asked to sign in - use your MAVzone username and password.

Please Read and Sign any Accommodation Use Agreements when prompted.

 COLORADO MESA UNIVERSITY

[Log in to your account](#)

[Change my password](#) [I forgot my password](#)

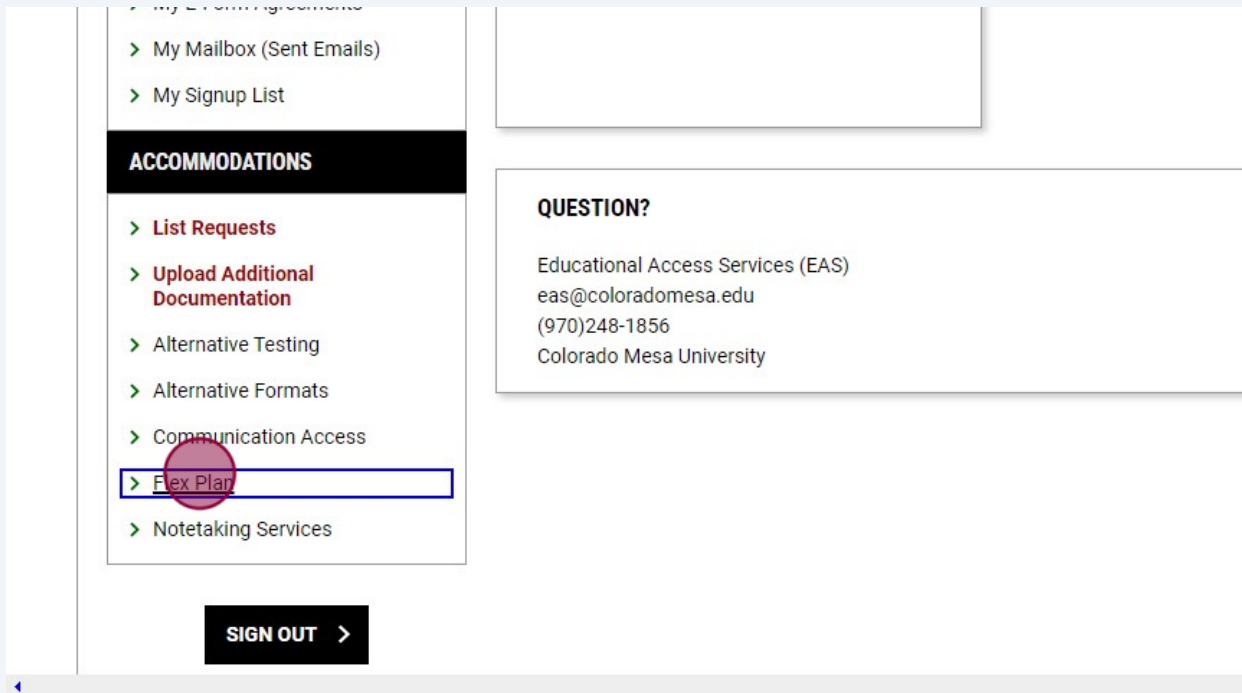
If you need help with your password, please contact the CMU IT Help Desk at [970.248.2111](tel:970.248.2111)

970-248-1856

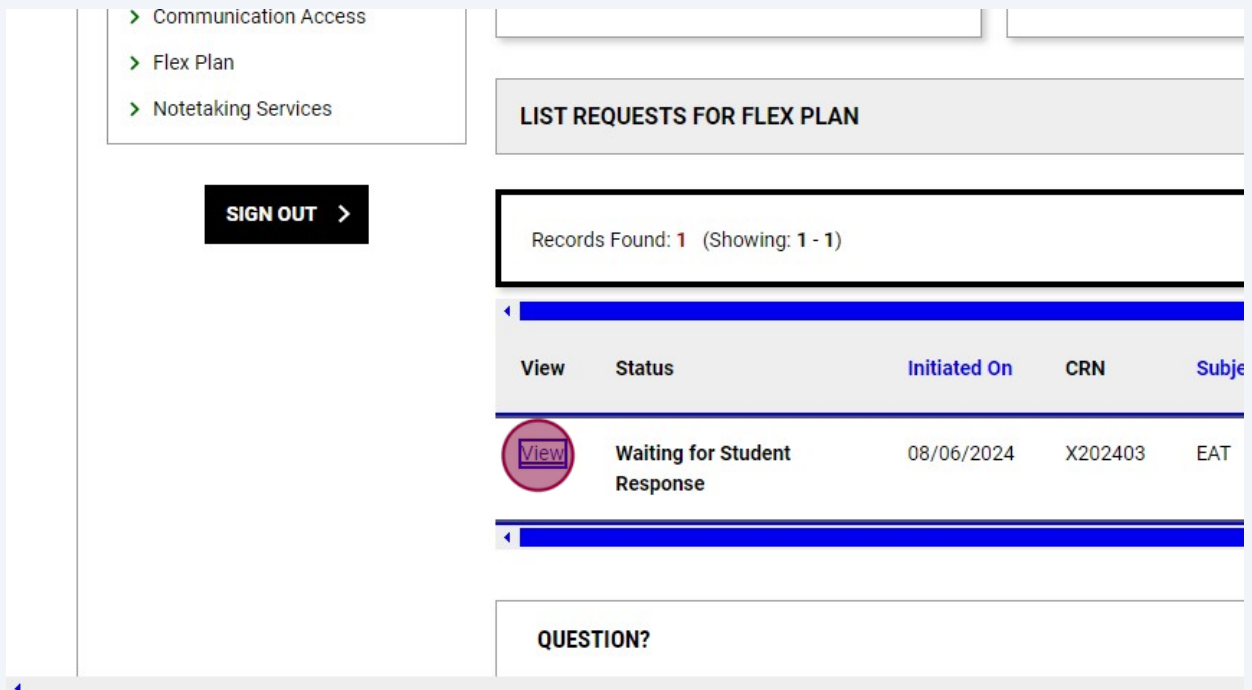
Educational Access Services
eas@coloradomesa.edu

Houston Hall 108

2 Click "Flex Plan" on the left menu under "Accommodations"



3 If the Flex Plan is ready for your review (thus been initiated by your instructor and reviewed by EAS), click "View". There is a flex plan for each course according to accommodation requests.



4

After reading your instructor's answers to the questions and if you agree to the plan as written (no adjustments needed), Click "I agree to the statement listed." Click "ACCEPT FLEX PLAN"

communicate with the instructor before the deadline or promptly when the need for an extension will be submitted.

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 j learning is experienced, demonstrated and measured. Flexibility agreements should **never fundan**

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.

ACCEPT FLEX PLAN >

UPDATE AND REQUEST REVIEW >

BACK TO LIST

QUESTION?

Educational Access Services (EAS)
eas@coloradomesa.edu
(970) 240-1055

will be submitted.

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Steps for Requesting Modifications to the Flex Plan

5

See Steps 1-3 for accessing Flex Plan. Add **requested** changes to the "Additional Comment" section or select the alternative answer to the question you wish to modify - all changes will be viewed and reviewed by the instructor and EAS before approval or denial.

The screenshot shows a form with the following elements:

- A list of radio button options for the number of assignments:
 - N/A - no additional assignment titles/types for course
 - None
 - 1 assignment
 - 2 assignments
 - 3 assignments
 - 4 assignments
 - Other (Please specify amount) (**Additional Comment Required**)
- An "Additional Comment:" label above a text input field. A red circle highlights the input field.
- A label "(4) Assignment Title or Category" above another text input field.

6

Click "I agree to the statement listed."
Click "UPDATE AND REQUEST REVIEW" - Instructor and EAS will review any requested changes and inform you of approval or denial (reverting back to original offer). You will later use the same steps to review and submit your approval of the Flex Plan.

The screenshot shows a form with the following elements:

- A paragraph of text: "communicate with the instructor before the deadline or promptly when the need for an extension will be submitted."
- A paragraph of text: "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 missed. Learning is experienced, demonstrated and measured. Flexibility agreements should **never** function as a waiver of academic standards."
- A paragraph of text: "Questions or concerns should be directed to Educational Access Services by emailing eas@coloradomesa.edu"
- A paragraph of text: "Completing the Flex Plan Agreement means you (the instructor) will abide by the terms set forth in the agreement."
- A checkbox with the text "I agree to the statement listed." A red circle highlights the checkbox.
- Three buttons: "ACCEPT FLEX PLAN >", "UPDATE AND REQUEST REVIEW >", and "BACK TO LISTING".
- A section titled "QUESTION?" with contact information: "Educational Access Services (EAS) eas@coloradomesa.edu"

The flexibility agreement will be mutually agreed upon by the instructor, student, and EAS to ensure all flexibility requests are reasonable instances when flexibility is not reasonable such as when attendance or related activities can be justified as an essential part of the learning is experienced, demonstrated and measured. Flexibility agreements should **never fundamentally alter a course**.

Questions or concerns should be directed to Educational Access Services by emailing eas@coloradomesa.edu

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

I agree to the statement listed.

ACCEPT FLEX PLAN >

UPDATE AND REQUEST REVIEW >

BACK TO LIST >

QUESTION?

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Colorado Mesa University



Once a Flex Plan is agreed upon by all parties, it will be marked as complete in the Status field when in the student Flex Plan module.

Previous Term Term: 2024 - Fall

ACCOMMODATION REQUESTS	REVIEW NEEDED	WAITING FOR REVIEW
1 Number of Request Total Completed Request: 1	0 Number of Flex Plan Please Review Flex Plan	0 Number of Flex Plan Currently Being Review By Staff or Instructor

LIST REQUESTS FOR FLEX PLAN

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

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested
View	Completed	08/06/2024	X202403	EAT	100	001			Flexible Turn In Dates



Selecting View next to a completed Flex Plan will bring up the agreement without the option to make changes.

s) s	Course Information: EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: X202403) Accommodation: Flexible Turn In Dates Form Available On: Monday, August 05, 2024 Initiated By: By Staff - Samantha Huddleston Initiated On: Tuesday, August 06, 2024 at 01:50 PM	Discussion Posts
	Status: Completed Completed On: Tuesday, August 06, 2024 at 01:54 PM	(1) Extension to deadline for above listed assignment * 36 hours (1) How many assignments (for the above listed) is t allowed to use the extension for? * 2 assignments (2) Assignment Title or Category * Quizzes (2) Extension to deadline for above listed assignmen * 72 hours (2) How many assignments (for the above listed) is t allowed to use the extension for? * 2 assignments