



Flex Plan Default Agreement

Faculty that does not initiate the Flex Plan agreement for a course with a student request by the **Add/Drop Date of the course** agrees to the following conditions:

- 1) As the Instructor of Record, or other responsible party for this course, I understand the following responsibilities/information.

Please check all to showcase understanding.*

- ☐ The Flex Plan is intended to provide flexibility beyond most standard syllabus allowances.
- ☐ Students will be able to read responses on this form.
- ☐ Students will notify the instructor of flexibility need for individual circumstances as soon as the student is safely able to.
- ☐ I will let EAS know if I have questions or concerns during the semester.
- ☐ I will set up a time to meet with EAS Staff if I need to discuss this accommodation.

- 2) Accommodated students may miss up to the following number of classes without penalty (may necessitate makeup tasks):* (DRA)

50% (1.5x) more excused absences than specified in the syllabus

Lab Course: Course is lab/clinical based, see question Lab Day Flexibility

- 3) Students who miss an exam due to disability and have promptly communicated (within 48 business hours of missed exam) are eligible to take the missed exam within (in addition to allowances in the syllabus):* (DRA)

Student is allowed to complete the test within 3-7 days following the missed exam date

Lab Course: Course is lab/clinical based, see question Lab Exam Flexibility

- 4) If a makeup task is required for missed participation, the instructor will provide alternative ways for students to earn participation through the following means: (DRA)

Not a required question, specific to the instructor's course design and can be left unanswered.

- ☐ Instructor will allow up to a 48-hour extension for individual assignments due on the day of an approved absence, if applicable. (DRA)

Important statement, no response needed.



EDUCATIONAL ACCESS SERVICES

- 5) **Only Complete for Lab Courses:** Lab Day Flexibility: Select the option below that best fits how flexibility would apply to a lab day. (DRA)

The course cannot accommodate any makeup lab(s) as originally delivered, so alternative participation will be determined in case-by-case situations.

- 6) **Only Complete for Lab Courses:** Lab Exam Flexibility: Select the option below that best fits how flexibility would apply to a lab exam. (DRA)

The course will allow the student to arrange to take the exam with the instructor/department at an alternative day/time.

- ☐ Assignments involving a peer are not eligible for deadline extension requests. Presentations, exams, Finals, and flipped classrooms are not eligible for deadline extension requests. Assignments with a lead time of 2-weeks or more to complete require prior communication with the instructor and are subject to instructor denial for deadline extension requests.

Important statement, no response needed.

- 7) Accommodated students may request an assignment extension without penalty:*(Flexible Turn In Dates)

Up to 3 times for different assignments, up to 72 hours per

- 8) Special Circumstances – field trips, presentations, community involvement, guest speakers. If a grade relies on any of the special circumstances listed, please explain the permissible flexibility.*

Specific to course design: **Students must make arrangements with the instructor to receive an alternative participation opportunity**