

Method 1: Individual Flex Plan Completion in AIM

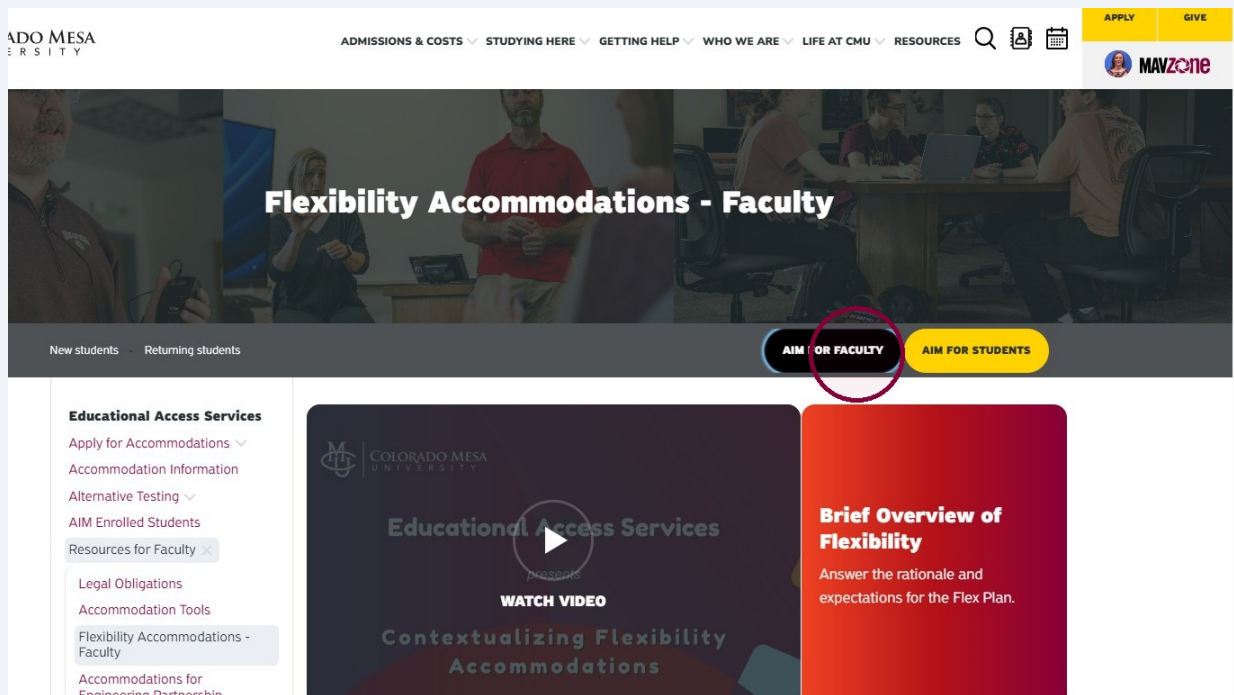
This guide provides step-by-step instructions for submitting a Flex Plan for an individual course per student flexibility accommodations through the Faculty AIM portal.

Faculty AIM Portal Access

1

Navigate to the EAS webpage: <https://www.coloradomesa.edu/educational-access/eas-faculty-info/flexibility-accommodations.html>

Click "AIM FOR FACULTY"



2

Click "Continue to View Student Accommodations" to acknowledge the access policy. You will be prompted to do this every time you login to AIM.

INSTRUCTOR PORTAL

Session Extender: ON

HOME » INSTRUCTOR PORTAL

Username: shuddleston

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 understand I will 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 outlined in the Family Education and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility 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

Course Selection

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Click "Flex Plan" from the left-side menu options.

COLORADO MESA UNIVERSITY

OVERVIEW

Session Extender: ON

HOME » OVERVIEW

Previous Term Term: Summer 2026

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH

Records Found: 3 (Showing: 1 - 3) Show Per Page: 500

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
View	PDF	202604	EAT	201	100	Mickey Mouse	Emailed	06/11/2026	06/11/2026
View	PDF	202603	EAT	101	001	Minnie Mouse	Emailed	05/20/2026	06/11/2026
View	PDF	202603	EAT	101	001	Mickey Mouse	Emailed	05/20/2026	06/11/2026

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If a student has requested a flexibility accommodation, you will be able to Click "View" next to the course with a "Not Initiated" status.

Number of Plans Not Initiated
Total Requests: 2

Number of Plans Initiated
Total Completed Request: 1

Waiting For Instructor Response
Total Student Flexibility Requests: 4
[LIST ALL >](#)

STEP 1: SELECT COURSES (FOR BULK SPECIFY OR COPY FROM PREVIOUSLY COMPLETED)

Records Found: 2 (Showing: 1 - 2)

Show Per Page: 500

☐	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date
☐	View	Completed	2	202603	EAT	101	001			05/20/2026
☐	View	Not Initiated	1	202604	EAT	201	100			06/11/2026

STEP 2: SELECT AVAILABLE OPTIONS

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

Hint: If you would like to copy a **previously completed** Flex Plan, please select the course below. The list includes the last 25 completed Flex Plan within the last 4

Plan Completion and Submission

5

Select the responses that best fit your course flexibility for all of the required questions under the "List of Questions" section.

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:
EAT 201.100 - EAS - AUXILIARY CLASS (CRN: 202604)

Students:

- Mickey Mouse: Disability-Related Absences (DRA)**

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 OF QUESTIONS

*Question 1: 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).

Select One

Additional Comment:

*Question 2: What is your excused absence make-up policy for this class? **
Note: This question only applies to Disability-Related Absences (DRA).

Select One

Additional Comment:

6

Optional: Default answers can be viewed by scrolling to the bottom of the page and clicking "View Default Answers". The answers can still be changed, and some fields may still need to be completed.

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

☐ Apply to all classes with the **same course subject and course number** in the same term.

>
 >
 >

QUESTION?

Educational Access Services

Colorado Mesa University
 970.248.1856 | eas@coloradomesa.edu
[COLORADOMESA.EDU/EAS](http://coloradomesa.edu/eas)

Love • Dignity • Courage • Humility • Resilience • Curiosity • Power

7 Upload the course syllabus in the "Upload Syllabi" section.

Students:

- Mickey Mouse: Disability-Related Absences (DRA)

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:

Choose File No file chosen

LIST SYLLABI

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

No Records Found

Select One

Additional Comment:

Question 2: What is your excused absence make-up policy for this class?
*
Note: This question only applies to **Disability-Related Absences (DRA)**.

Select One

Additional Comment:

Question 3: Within what timeframe should a student have any extended deadline assignments, missed work or alternative assignments turned in?
Note: Late penalty should not be assessed if the assignment is received within the timeframe listed. *

Select One

Additional Comment:

8 Optional: Apply your answers to all sections of a course by selecting the checkbox in the "Form Submission" field: "Apply to all classes with the same course subject and course number in the same term"

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

☐ Apply to all classes with the same course subject and course number in the same term.

INITIATE AND REQUEST REVIEW >

VIEW DEFAULT ANSWERS >

BACK TO LIST >

QUESTION?

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Click "Initiate and Request Review" to submit the Flex Plan to EAS for final approval.

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

Select One ▼

Additional Comment:

FORM SUBMISSION

☒ Apply to all classes with the **same course subject and course number** in the same term.

INITIATE AND REQUEST REVIEW >

VIEW DEFAULT ANSWERS >

BACK TO LIST >

QUESTION?

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