

Method 3: Copy Flex Plan in AIM

This guide provides step-by-step instructions for copying a previously completed Flex Plan to other courses through the Faculty AIM portal.

Faculty AIM Portal Access

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

Click "AIM FOR FACULTY"

ADO MESA UNIVERSITY

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

APPLY GIVE

MAVzone

Flexibility Accommodations - Faculty

New students · Returning students

AIM FOR FACULTY AIM FOR STUDENTS

Educational Access Services

- Apply for Accommodations ▾
- Accommodation Information
- Alternative Testing ▾
- AIM Enrolled Students
- Resources for Faculty ×
- Legal Obligations
- Accommodation Tools
- Flexibility Accommodations - Faculty
- Accommodations for Engineering Partnership

Educational Access Services

WATCH VIDEO

Contextualizing Flexibility Accommodations

Brief Overview of Flexibility

Answer the rationale and expectations for the Flex Plan.

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.

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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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In the "Step 1: Select Courses" section, select the checkbox next to the "Not Initiated" Flex Plan request that you want to copy an existing plan to.

[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

Start A New Plan ▼

Important Note: When specifying Flex Plan in bulk, the system will prefill questionnaire with the default template which can be edited as needed.

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Click the dropdown in the "Step 2: Select Available Options" section. Select the course you want to copy the Flex Plan responses from.

☐	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

Copy Responses From Summer 2026 - EAT 101.001 ▼

Important Note: When specifying Flex Plan in bulk, the system will prefill questionnaire with the default template which can be edited as needed.

SPECIFY FLEX PLAN FOR MULTIPLE COURSES >

QUESTION?

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[COLORADOMESA.EDU/EAS](https://coloradomesa.edu/eas)

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In the "Step 2: Select Available Options" section, click the button "Specify Flex Plan For Multiple Courses."

☐	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

Copy Responses From Summer 2026 - EAT 101.001▼

Important Note: When specifying Flex Plan in bulk, the system will prefill questionnaire with the default template which can be edited as needed.

SPECIFY FLEX PLAN FOR MULTIPLE COURSES >

QUESTION?

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Plan Completion and Submission

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Previously completed responses to Flex Plan questions will fill, but can be changed.

d with an asterisk (*).

RY CLASS (CRN: 202604)

ility-Related Absences (DRA)

abus helps EAS support the essential
of your course when developing
student.

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)**.

Daily - with attendance

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)**.

Student will only need to review missed material available to

Additional Comment:

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If a previous syllabus was uploaded, it will be listed under "List Syllabi", but a new syllabus can also be added under the "Upload Syllabi" section.

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

Question 2: What is y

*

Note: This question o

Student will only ne

Additional Comment:

Question 3: Within w
deadline assignment:
Note: Late penalty sh
within the timeframe

48 Hours from deac

Additional Comment:

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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"

Click "Initiate and Request Review" in the Form Submission section at the bottom of the page to submit the Flex Plan(s) to EAS for final approval.

The screenshot shows a web interface with a 'FORM SUBMISSION' section highlighted in yellow. Above this section, there is a sidebar with a dropdown menu labeled 'extensions' and a note: 'Note: This question only applies to Flexible Turn In Dates.' Below the note is a dropdown menu with the selected option 'I understand the statement above.' and a text area for 'Additional Comment:'. The 'FORM SUBMISSION' section contains a checkbox labeled 'Apply to all classes with the same course subject and course number in the same term.' Below the checkbox are two buttons: 'INITIATE AND REQUEST REVIEW' and 'BACK TO LIST'. The 'INITIATE AND REQUEST REVIEW' button is circled in red. Below the 'FORM SUBMISSION' section is a 'QUESTION?' section with contact information for Educational Access Services at Colorado Mesa University, including a phone number, email address, and website URL. At the bottom of the 'QUESTION?' section is a list of values: 'Love • Dignity • Courage • Humility • Resilience • Curiosity • Power'.

extensions

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

I understand the statement above.

Additional Comment:

FORM SUBMISSION

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

INITIATE AND REQUEST REVIEW

BACK TO LIST

QUESTION?

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