

Method 4: Uninitiated Flex Plan in AIM

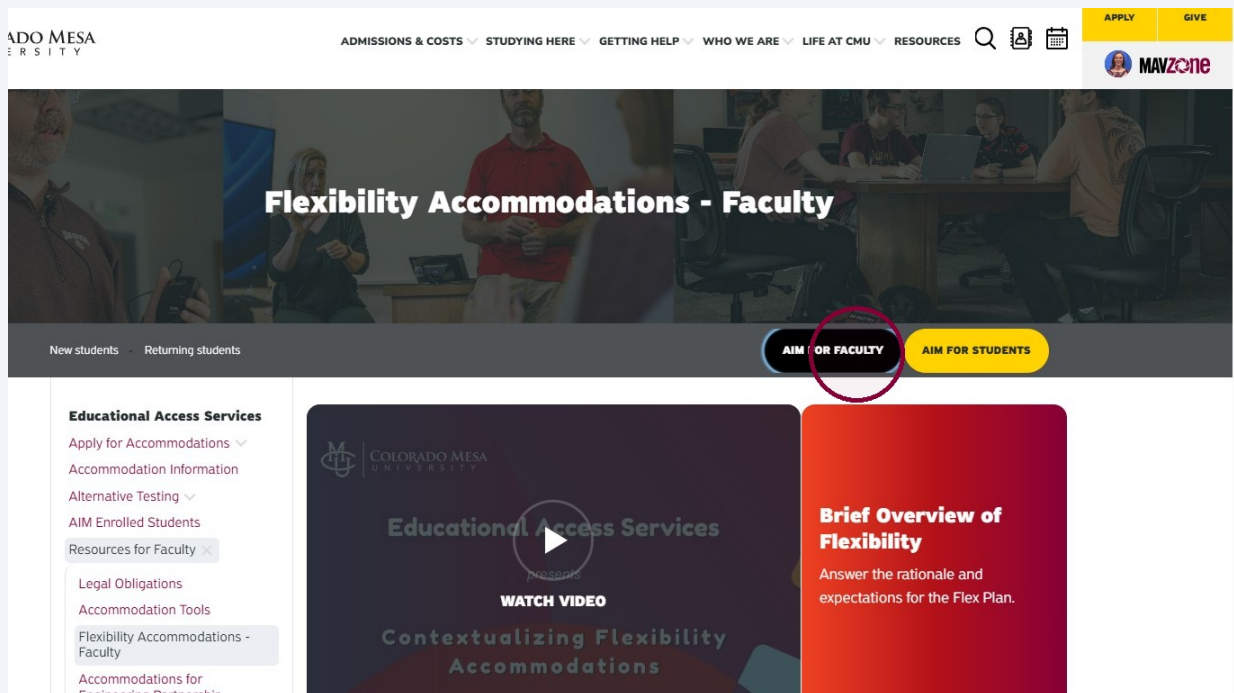
This guide provides step-by-step instructions for submitting a Flex Plan for a course without a student flexibility request through the Faculty AIM portal. This means you don't have to wait for a student request, and you can complete all Flex Plans in one sitting.

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

3

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

COLORADO MESA UNIVERSITY

OVERVIEW

Session Extender: ON

» 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

Course Selection

4

In the "Courses Without Requests" box, select the hyperlink number to view courses without a present student flexibility request and to complete the Flex Plan.

taught and/or how learning is experienced, demonstrated and measured. Flexibility agreements should **never fundamentally alter a course**.

Next Steps: After completing the Flex Plan below, throughout the semester the student will request or notify the instructor of flexibility needs to be handled according to the Flex Plan. These accommodations are intended to provide flexibility in acute need situations that are **directly related to the disability or impairment reported to EAS**. The provision of doctor's letter to the professor should not be required to utilize the accommodation since the chronic condition is on record with EAS. Flex plan accommodations are intended build onto the existing flexibility within the course regarding attendance, class participation, and assignment deadlines.

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

Previous Term

Term: Summer 2026

Next Term

REVIEW OF FLEX PLAN

2

Number of Plans Not Initiated

Total Requests: 2

SUBMITTED FLEX PLAN

0

Number of Plans Initiated

Total Completed Request: 0

COURSES WITHOUT REQUESTS

2

Number of Plans Not Initiated

Number of Plans Initiated: 0

5

Within the "Step 1: Select Courses" section, use the checkbox to select individual or multiple courses to complete the Flex Plan for all at once.

Previous Term

Term: Summer 2026

STEP 1: SELECT COURSES (FOR BULK SPECIFY)

Records Found: 2 (Showing: 1 - 2)

Show Per Page: 500

☐	View	Status	CRN	Subject	Course	Section	Campus	Syllabus	Initiated On	Initiated By	Comp Date
☐	View	No Student Request - Not Initiated	16123	BIOL	208	001	7				
☐	View	No Student Request - Not Initiated	16124	BIOL	208L	001	7				

STEP 2: SELECT AVAILABLE OPTIONS

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

SPECIFY FLEX PLAN FOR MULTIPLE COURSES >

QUESTION?

6

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

Records Found: 2 (Showing: 1 - 2) Show Per Page: 500

☐	View	Status	CRN	Subject	Course	Section	Campus	Syllabus	Initiated On	Initiated By	Comp Date
☒	View	No Student Request - Not Initiated	16123	BIOL	208	001	7				
☐	View	No Student Request - Not Initiated	16124	BIOL	208L	001	7				

STEP 2: SELECT AVAILABLE OPTIONS

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

SPECIFY FLEX PLAN FOR MULTIPLE COURSES >

QUESTION?

Educational Access Services

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

Plan Completion and Submission

7

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

SIGN OUT >

Plan. These accommodations are intended to provide flexibility in acute need situations that are **directly related to the disability or impairment reported to EAS**. The provision of a doctor's letter to the professor should not be required to utilize the accommodation since the chronic condition is on record with EAS. Flex plan accommodations are intended to build onto the existing flexibility within the course regarding attendance, class participation, and assignment deadlines.

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:
BIOL 208.001 - FUND OF ECOLOGY & EVOLUTION (CRN: 16123)

Students:
No Students with Accommodation Requests

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:

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:

8

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.

FORM SUBMISSION

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

QUESTION?

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

9 Upload the course syllabus in 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](#)

Question 2: What is your excused absence r
*

Note: This question only applies to **Disabilit**

Select One

Additional Comment:

Question 3: Within what timeframe should a
deadline assignments, missed work or alter
Note: Late penalty should not be assessed i
within the timeframe listed. *

Select One

Additional Comment:

10 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"

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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11

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

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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