



Attendance/Deadline Modifications (ADM) Updates

During the past year, SLDS engaged with students and faculty in a series of pilot programs and listening sessions to identify improvements for the “attendance/deadline modifications” (ADM) accommodation. Based on that feedback, we are making the following changes to ADM for the upcoming year for **all campuses**.

Update #1: Offering a Spectrum of Options

ADM will be expanded to include 3 distinct accommodation types (described below) in order better meet individual student needs. As part of the transition, legacy students will default to the 2nd option (intermittent flex plans) but are encouraged to contact their Ruth Montz (montz.11@osu.edu) if another category better fits their needs.

1. **One-Off Flexibility as Needed:** This accommodation is best suited for students who have had a recent history of stable symptoms which have not impacted classes (e.g., stable medical condition). ODS will make note of the accommodation internally, but since this is unlikely to affect their classes, this accommodation will not appear on letters and no proactive plan with faculty is needed. In the rare event of an acute episode, students will contact ODS and we will work with faculty to handle the situation on a case-by-case basis.
2. **Intermittent Flex Plan:** Formerly known as “ADM Agreements”, flex plans are best suited for students who have recurring acute episodes or medical treatments which interrupt their academics for a few days at a time (e.g. migraines). This accommodation will be similar to the old ADM process, with some procedural changes (*see Update #2, below*).
3. **Remain-in-Class Plan:** This accommodation will be approved on a temporary, as-needed basis for students who are experiencing a prolonged acute episode (e.g., significant depressive episode) or are needing extended medical treatment (e.g., partial hospitalization program). ODS will engage with faculty in determining if there are options for the student to still make academic progress in the course (e.g., asynchronous participation, deadline extensions, taking an incomplete). If no options are feasible, ODS will work with the student and their advisor to explore options, such as withdrawing from the course.

Update #2: Changes to Process for Intermittent Flex Plans

While the overall concept of flex plans (formerly “ADM Agreements”) is not changing, ODS is implementing the following improvements to incorporate student and faculty feedback:

- **Qualtrics Form:** The flex plan form which instructors complete will now be on Qualtrics, allowing for dynamic responses and a more user-friendly experience. The link is: go.osu.edu/flexplan
- **Course-Based Plans:** Instructors will only need to complete one flex plan form per course (or course section, if policies vary between sections). The form is designed to focus on identifying flexibility that makes sense based on the course’s learning outcomes and instructional design.
- **Default Option:** On the Qualtrics form, instructors can now opt-in to using ODS’s provided “default flex plan.” The default plan outlines a baseline of flexibility that should work for many traditional lecture courses. Instructors are encouraged to NOT use the default plan for courses with significant hands-on or interactive components, such as labs and clinical.
- **Form Completed by Instructors First - No Student Meeting Required:** Instructors can complete the flex plan form proactively by navigating to our website, or after receiving their first Course Accessibility Letter with a flex plan request. Instructors should complete the form without waiting for or requiring a student to communicate with them. Because the flex plan is based in the curriculum and could apply to any eligible student in the course, individual student conversations are not necessary prior to completing the form.
- **ODS is Responsible for Individually Distributing Flex Plans to Students:** Like the old ADM process, ODS will distribute flex plans to students, though the steps will look slightly different. After completing the Qualtrics form, instructors and students will receive a confirmation email with the instructor’s responses, faculty instructions, and student instructions.

--- GENERAL FAQ ---

Q: Why are you making these changes to ADM?

After receiving feedback from students and faculty, both generally and as part of last year’s pilot programs and listening sessions, we identified several pressure points with our old process: too one-size-fits-all to meet individual student needs; students having to negotiate in a power-down dynamic with their faculty; inconsistent implementation between classes; inefficient workflow and unclear guidance for instructors; and misconceptions about the accommodation’s purpose, scope, and application.

These new changes are designed to address these pressure points the best we can with our available resources. By expanding ADM into a spectrum of options, each with a clearly defined purpose and more streamlined process, we hope to provide a more effective and user-friendly experience for students and faculty.

Q: What types of situations or disabilities would qualify a student for ADM?

Broadly speaking, students qualify for ADM if they have a disability with acute episodes or essential medical treatment which conflicts with their coursework. The following table breaks down each ADM option, the intended purpose, and examples of qualifying disabilities.

ADM Option	Intended for . . .	Examples of Disabilities
One-Off Flexibility as Needed (for recently stable conditions)	Students who have had a recent history of stable symptoms which have not impacted classes.	Diabetes without recent episodes, generalized anxiety disorder without recent flare-ups
Intermittent Flex Plan (formerly “ADM Agreements”)	Students who have recurring acute episodes or medical treatments which interrupt their academics for 1-2 days at a time.	Crohn’s Disease, migraines, generalized anxiety disorder, PTSD, recurring out-of-town medical appointments
Remain-in-Class Plan (temp approval only)	Students who are experiencing a prolonged acute episode, or have extended medical treatment	Significant depressive episode, surgery recovery, chemotherapy, intensive outpatient program (IOP), partial hospitalization program (PHP)

Q: What are the terms of the default flex plan that instructors can opt-in to using?

- Attendance (if graded): 50% additional excused absences
- Participation (if graded): Asynchronous opportunity to make up points (e.g. written contribution, reading summary)
- Quizzes/Exams (if date-specific): Makeup opportunity within 1 week
- Deadlines (for solo assignments): Extend up to 3 days

Q: What is not covered by a flex plan?

Flex plans are NOT intended to provide...

- Unlimited flexibility. Almost all classes have a limit to the amount of flexibility possible, based on the course design.
- Automatic flexibility. A flex plan should only be applied in the event of a disability-related acute episode or essential medical treatment.

- Flexibility for perfectionism, avoidance coping, or executive functioning. If these issues are impacting a student's academics, they should contact Ruth Montz (montz.11@osu.edu) to discuss available support and resources.
- Flexibility for chronic limits on productivity. If a student's disability causes them to not have enough productive hours in the day to keep up with their coursework (i.e., spoons theory), they should contact Ruth Montz (montz.11@osu.edu) to discuss options. There may be other accommodations, such as a reduced course load, that would better fit their needs.

--- STUDENT FAQ ---

Q: I was approved for ADM prior to AU21. What am I eligible for now?

If you were approved for ADM prior to AU21, you are by default eligible for an Intermittent Flex Plan (formerly “ADM Agreement”). If you believe another option better fits your needs, please contact your Access Specialist to adjust your accommodations.

Q: How do I request ADM for my autumn classes?

Instructions:

1. **Review the course syllabus for relevant policies. Determine if you will need any adjustments.** Remember, flex plans are not retroactive, so it's important to make a request at the beginning of the semester.
2. **After sending your Course Accessibility Letters, watch for a forwarded email from our office regarding the details of the flex plan.** If you don't hear back in 1-2 days, reach out to your Ruth Montz (montz.11@osu.edu).
3. **Review the flex plan.** If you agree with the terms, no additional steps are necessary. Follow the terms of the flex plan, including the instructions for communication.
4. **If you have concerns about the terms of the flex plan, contact Ruth Montz (montz.11@osu.edu) within one week of receiving the flex plan to request modifications.**

Parameters:

- **Troubleshooting/Conflict:** Under no circumstances are you solely responsible for the resolution of conflicts arising from disability-related absences. Please contact ODS if a conflict or disagreement occurs with your instructor.
- **Communication:** Clear and prompt communication is key. Contact your instructor as soon as you are able to when you need to utilize Intermittent Flex Plan flexibility due to a flare-up. The instructor will also indicate specific communication expectations in the flex plan.
- **Makeup Exams:** Your instructor should offer you a makeup exam of equivalent difficulty in the event you have an acute episode, even if the course policy is to drop the lowest exam or offer a comprehensive makeup exam at the end of the semester. While

you may choose to opt-in to these alternative options, an equivalent makeup exam must be on the table. Contact your Access Specialist if you run into issues receiving an equivalent makeup exam.

- **Falling Behind:** If at any point your symptoms worsen to the point that you are falling behind and are unable to meet the terms of your flex plan, contact your instructor and Ruth Montz (montz.11@osu.edu). We can work together to determine the best path forward.
- **Asynchronous “Weekly Participation” Assignments:** Intermittent Flex Plans are intended to address disability flare-ups in which you are able to resume your academic work within 1-2 days. Therefore, flexibility is not automatically applicable to asynchronous participation assignments which are open for a week, such as discussion board posts or short Carmen quizzes. You are expected to complete these exams/assignments within their standard timeframes. However, if you experience a hospitalization or significant flare-up and cannot resume your academic work within 1-2 days, or if you experience a flare-up on the due date, please contact Ruth Montz (montz.11@osu.edu) and instructor so that we can discuss options.

Q: What if I’m approved for an Intermittent Flex Plan, but I have an acute episode that lasts longer than 1-2 days?

Contact Ruth Montz (montz.11@osu.edu) and explain the situation. We will handle longer flare-ups on a case-by-case basis. If an acute episode is so prolonged that it is threatening your ability to make progress in the course, we may consider approving you for a remain-in-class plan.

For additional information contact Ruth Montz at montz.11@osu.edu.