



Attendance and Deadline Modifications

Students who have disabilities with random acute episodes which may require them to miss class or deadlines, ODS will approve for the student to be granted a reasonable amount of flexibility with absences, exam dates, deadlines, and participation points. There are **3 types of attendance and deadline modification plan: Intermittent Flex Plan, One-Off Flexibility As Needed, and Remain in Class Plan.**

Intermittent Flex Plan

- 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 your instructor regarding the details of the flex plan.** If you don't hear back in 2-3 days, reach out to your instructor to request a copy of the Intermittent Flex Plan for the course – sample email templates are posted at the ODS website under the Resources and Forms for Students tab. If you do not hear back from your instructor and Ruth Montz.
- 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 and would like to request an individualized modification, please contact Ruth Montz within one week of receiving the flex plan.** If we don't hear from you within that week, we will assume you are in agreement with the plan.

Parameters for your Flex Plan

Troubleshooting/Conflict: Under no circumstances are you solely responsible for the resolution of conflicts arising from disability-related absences. Please contact us 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. You should give proactive notice, when possible. If proactive notice is not possible, you must contact your instructor within 24 hours. You do not need to share medical details; use terms like "acute episode of my disability" or "disability flare-up" and reference Disability Services and the flex plan. Sample email templates are available at the ODS website. 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 Ruth Montz 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. We can work together to determine the best path forward.
- **Asynchronous Weekly Participation Assignments:** While flex plans do cover deadline extensions for most types of homework, they do not typically apply to asynchronous weekly participation assignments. By that we mean short discussion board posts, 5 minute Carmen quizzes, or other coursework common to online classes which are open for the whole week and require very little time to complete. You are expected to complete these assignments within their standard timeframes. However, if there are extenuating circumstances (e.g., hospitalization), please contact your Access Specialist and instructor so that we can discuss the situation on a case-by-case basis.

Note: 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.** Your flex plan should only be applied in the event of a disability-related acute episode or essential medical treatment. You must proactively request a flex plan through AIM and notify your instructor promptly each time you need to use your plan.
- **Flexibility for perfectionism, avoidance coping, executive functioning, or chronic limits on daily productivity (i.e. spoons theory).** If these issues are impacting your academics, please contact Ruth Montz to discuss alternative accommodations and available resources.

Other Types of Attendance/Deadline Modifications (ADM)

One-Off Flexibility As Needed

If your symptoms have been consistently stable, then you can contact you Ruth Montz to change your accommodation to "one-off flexibility as needed." This means that no proactive plan with your instructors is needed. In the unlikely event that you do



experience an acute episode, please contact your instructor and Ruth Montz. We will work with you and the instructor on a case- by-case basis.

Remain-in-Class Plan

Inform Ruth Montz as soon as possible if you are experiencing a prolonged acute episode or extended medical treatment. Your Access Specialist will engage with your instructors on creating a "remain-in-class plan" to determine if there are options for you to still make academic progress in your courses (e.g., asynchronous participation, deadline extensions, taking an incomplete). If no options are feasible in a course, we will work with you and your advisor to explore options, such as withdrawing from the course.