

# ODS Flex Plan: Tutorial for Students

**Note:** Before proceeding, please ensure you have reviewed the [Flex Attendance Rubric](#).

**Step 1:** Access the [ODS Online Portal](#).

**Step 2:** Select “Flex Plan” from the far left menu, in the Accommodations box.

The screenshot shows the ODS Online Portal interface. On the left is a navigation menu with two main sections: 'MY DASHBOARD' and 'ACCOMMODATIONS'. Under 'ACCOMMODATIONS', the 'Flex Plan' option is highlighted with a red box. To the right of the menu is a 'Select Signup:' dropdown menu set to 'Select One' and a 'CONTINUE TO SIGN UP >' button. Below this is a card titled 'Accommodation Requests 2024 - SUMMER' showing '3 Number of Requests' and a '+ Add Requests' button. A list of requests is shown below, including 'ODS 101.002 - INTRO TO ODS (CRN: X0102)', 'ODS 103.001 - ODS TEST (CRN: X0103)', and 'ODS 201.001 - ODS TUTORIALS (CRN: X0607)'.

**Step 3:** Locate the Review Needed box to determine the number of Flex Plans available for review.

The screenshot shows the 'FLEX PLAN' page. At the top left is a 'LOGIN AS USER' button and a 'BACK TO MY PROFILE >' button. Below is a 'MY DASHBOARD' menu with 'Flex Plan' highlighted. The main content area has a breadcrumb trail 'MY DASHBOARD >> FLEX PLAN' and an 'IMPORTANT MESSAGE' box. Below the message is a term selector showing 'Term: 2024 - Summer'. The main content is divided into three columns: 'ACCOMMODATION REQUESTS' (3 Number of Requests), 'REVIEW NEEDED' (1 Number of Flex Plan, highlighted with a red box), and 'WAITING FOR REVIEW' (0 Number of Flex Plan).

Scroll down and select “View” next to the Flex Plan you’d like to review.

LIST REQUESTS FOR FLEX PLAN										
Records Found: 3 (Showing: 1 - 3)								Show Per Page: 100		Page: 1
View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation	Request Date
<a href="#">View</a>	Waiting for Student Response	07/18/2024	X0102	ODS	101	002	MA	Yes (LEC)	Flexible Attendance and Deadlines	07/05/2024
	Not Initiated		X0103	ODS	103	001	MA		Flexible Attendance and Deadlines	07/15/2024
	Not Initiated		X0607	ODS	201	001	MA	Yes (LEC)	Flexible Attendance and Deadlines	07/18/2024

**Step 4:** Read through the Flex Plan in detail to understand how the accommodation will be provided.

Example Flex Plan: In this example, the instructor indicated that the Flex Plan rubric is reasonable for their course, and they can allow up to 4 absences. If an absence results in missed participation points, there will be no grade penalty.

REQUEST INFORMATION	LIST OF QUESTIONS
<p>Course Information: <b>ODS 101.002 - INTRO TO ODS (CRN: X0102)</b></p> <p>Accommodation: <b>Flexible Attendance and Deadlines</b></p> <p>Form Available On: <b>Friday, July 05, 2024</b></p> <p>Initiated By: <b>By Instructor - Brittany Gregg</b></p> <p>Initiated On: <b>Thursday, July 18, 2024 at 02:44 PM</b></p> <p>Status: <b>Waiting for Student Response</b></p>	<p>Indicate a reasonable number of absences based on the nature and format of this course. Consult the <a href="#">online rubric</a> for guidance. *</p> <p><input checked="" type="checkbox"/> I agree with the online rubric and will enter the appropriate number of absences in the Additional Comment box below. <b>(Additional Comment Required)</b></p> <p><input type="checkbox"/> My syllabus allows for additional flexibility beyond the rubric. The student should consult the syllabus for guidance.</p> <p><input type="checkbox"/> I have consulted ODS about the limited flexibility available for this course. The agreed upon number of absences is indicated in the Additional Comment box below. <b>(Additional Comment Required)</b></p> <p>Additional Comment* : 4</p> <p>What opportunity is provided for missed in-class participation? *</p> <p><input checked="" type="checkbox"/> No grade penalty for missed participation points.</p> <p><input type="checkbox"/> Missed participation points can be earned by submitting a brief reflection (written or verbal) of the course materials.</p> <p><input type="checkbox"/> This course does not calculate participation as part of the grade.</p> <p>Additional Comment: </p>

This instructor advises you to arrange a make up quiz or test within 1 week. Follow-up with the instructor about a make-up date, time and location.

What opportunity is provided for missed quizzes? \*

- No grade penalty for missed quiz (i.e. quiz grade will be dropped).
- Make arrangements with the instructor to make-up the quiz within one week.
- This course does not administer quizzes as part of the grade.

Additional Comment:

What opportunity is provided for missed tests? \*

- No grade penalty for one missed test (i.e. test grade will be dropped).
- Make arrangements with the instructor to make-up the test during departmental make-up date or within one week.
- This course does not administer tests as part of the grade.

Additional Comment:

If an assignment is missed, this instructor has indicated the assignment can be submitted within 48 hours of the due date. If a deadline extension is needed, notify the instructor via email and submit the assignment within 48 hours of the due date.

What opportunity is provided to make-up missed out-of-class assignments? \*

- Missed points from out-of-class work can be earned by submitting the assignment within 48 hours of the original due date.
- Deadline extensions beyond 48 hours are provided per course syllabus. Talk to your instructor for additional details.
- This course does not calculate out-of-class assignments as part of the grade.

Additional Comment:

How are deadline extensions requested for this course? \*

- Deadline extensions can be requested by contacting the instructor by email and submitting the assignment within 48 hours of the original due date.
- Deadline extensions beyond 48 hours are provided per course syllabus. Talk to your instructor for additional details.
- This course does not calculate assignments as part of the grade .

Additional Comment:

In this example, the course does not involve group work or in-class presentations.

What opportunity is provided to make-up missed group work?

Note: Courses requiring group work require interactive communication between student and instructor. If absences impact group performance, contact your instructor immediately.

\*

- Missed group work grade can be earned by student contacting instructor immediately to make arrangements.
- This course does not require group work as part of the grade.

Additional Comment:

What opportunity is provided for a missed in-class presentation?

\*

- Missed presentation grade can be earned by arranging a make-up with instructor within one week.
- This course does not administer presentations as part of the grade.

Additional Comment:

**Step 5:** Once you have reviewed the Flex Plan, select “I agree to the statement listed.” Then, select “Accept Flex Plan.” If you have concerns and would like to talk with your Accommodations Specialist, select “Update and Request Review.”

#### FORM SUBMISSION

Flex Plans are initiated by ODS to ensure that a reasonable amount of flexibility is provided to students with disabilities. The nature of flexible attendance and assignment extensions requires clear communication among you, your instructor, and your assigned Accommodations Specialist. When an unexpected exacerbation of disability-related symptoms leads to absence or missed coursework, email your instructor immediately to activate this accommodation and copy your Accommodations Specialist on the email.

I agree to the statement listed.

ACCEPT FLEX PLAN >

UPDATE AND REQUEST REVIEW >

BACK TO LIST >

#### CONTACT US

Office of Disability Services  
205-348-4285  
1000 Houser Hall  
ods@ua.edu  
[www.ods.ua.edu](http://www.ods.ua.edu)

**Schedule an appointment with ODS:** Sign in to the [ODS Online Portal](#) and select My Appointments. In the top right corner, select Request Appointment. Students can also call ODS at 205-348-4285 and select option 0.

[Information for Students](#)

[Faculty Guidance](#)

[Conflict Resolution Process](#)

You will receive a confirmation email after reviewing the Flex Plan.