

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 dashboard. On the left, there is a 'MY DASHBOARD' menu with various options. Under the 'ACCOMMODATIONS' section, the 'Flex Plan' option is highlighted with a red box. To the right, there is a 'Select Signup:' dropdown menu set to 'Select One' and a 'CONTINUE TO SIGN UP >' button. Below this, the 'Accommodation Requests 2024 - SUMMER' section displays a large number '3' for 'Number of Requests' and a '+ Add Requests' button. A list of accommodation 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, there is a 'LOGIN AS USER' button and a 'BACK TO MY PROFILE >' button. Below this, the 'MY DASHBOARD' menu is visible. The main content area is titled 'FLEX PLAN' and includes an 'IMPORTANT MESSAGE' section. Below the message, there is a 'Previous Term' and 'Next Term' section. The 'ACCOMMODATION REQUESTS' section shows a large number '3' for 'Number of Requests' and 'Total Completed Request: 0'. The 'REVIEW NEEDED' section shows a large number '1' for 'Number of Flex Plan' and 'Please Review Flex Plan'. The 'WAITING FOR REVIEW' section shows a large number '0' for 'Number of Flex Plan' and 'Currently Being Review By Staff or Instructor'.

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
View	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 they would like to be notified via the ODS Online Portal when you need to use the accommodation.

Question 1: As students need to use this accommodation, notify me via: *

- ☒ ODS Online Portal Flex Plan Implementation request
- ☐ Email me and copy their Accommodations Specialist
- ☐ Email me via Blackboard

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, contact the instructor to access the lecture recording.

Question 2: Indicate a reasonable number of absences based on the nature and format of this course. Consult the [online rubric](#) for guidance. *

- ☐ Attendance is not taken in this course.
- ☒ I agree with the online rubric. I have confirmed the reasonable number of absences in the Additional Comments box below. **(Additional Comment Required)**
- ☐ My syllabus allows for additional flexibility beyond the rubric. The student should consult and follow the syllabus for guidance.
- ☐ There is limited flexibility in this course. The rationale and reasonable number of absences is indicated in the Additional Comment box below. More [information and example rationales](#) are available on the ODS website. **(Additional Comment Required)**

Additional Comment:

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Question 3: What opportunity is provided for missed in-class participation due to a disability-related absence? *

- ☐ No grade penalty for missed participation points.
- ☐ Missed participation points can be earned by submitting a brief reflection of the assigned materials for the day missed. Contact me for more details.
- ☒ Missed participation points can be earned by watching the recorded lecture. Contact me for more details.
- ☐ This course does not calculate participation as part of the grade.

Additional Comment:

This instructor is able to provide 1 make-up test. If you miss a second test, that grade will be calculated based on the average of the remaining test grades. Follow-up with the instructor about a make-up date, time and location when needed.

Question 4: What opportunity is provided for missed quizzes and tests?

Note: This accommodation entitles students to at least one make-up test beyond the syllabus provisions. Tests may be administered on a departmental make-up date or via ODS Testing Center procedures. *

- ☐ A make-up test/quiz will be provided for 1 missed test. A second missed test will be replaced by the final exam grade.
- ☐ A make-up test/quiz will be provided for 1 missed test. The grade for a second missed test will be dropped.
- ☒ A make-up test/quiz will be provided for 1 missed test. The grade for a second missed test will be calculated based on the average of the remaining test grades.
- ☐ Make-up exams must be completed within 48 hours of the original exam date due to the course's scaffolded structure. Each lesson builds on the previous one, making timely completion of assessments essential for continued progress. If a disability-related event prevents a student from completing a make-up exam within 48 hours, the missed exam grade will be replaced as specified below. Examples of scaffolding are available on the ODS website.
- ☐ This course permits flexibility beyond the options listed above. Details are provided in the comment box.
- ☐ This course does not administer tests/quizzes 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.

Note: Deadline extensions are only required when the assignment (including all instructions and required content) was available 7 or fewer calendar days before the due date, and you notified the instructor of the need for an extension (preferably in advance but no later than 24 hours after the due date).

Question 5: What opportunity is provided for students to submit out-of-class work due to a disability-related flare?

Note: This accommodation entitles students to a 48-hour extension if:

- the assignment (including all instructions and required content) was available 7 or fewer calendar days before the due date, and
- the student requested the extension (preferably in advance but no later than 24 hours after the due date.)

*

- ☒ Student will request deadline extension, then submit the assignment within 48 hours of the original due date.
- ☐ Deadline extensions beyond 48 hours are allowed per the syllabus. Student should review and follow the syllabus.
- ☐ There is limited flexibility available for this course. The rationale and available extension is indicated in the Additional Comment box below. **(Additional Comment Required)**
- ☐ 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.

Question 6: What opportunity is provided to make-up missed group work?

Note: Courses with group work components require interactive communication between student and instructor. If absences impact group performance, student should talk to instructor immediately. *

- ☐ Student should promptly contact me to discuss how points from missed group work can be earned.
- ☐ There is limited flexibility available for group work in this course. The rationale and alternatives are indicated in the Additional Comment box below. **(Additional Comment Required)**
- ☒ Group work is not part of the grade in this course.

Additional Comment:

Question 7: What opportunity is provided for a missed in-class presentation? *

- ☐ Points from a missed presentation can be earned by arranging a make-up. Contact me for more details.
- ☐ There is limited flexibility available for presentations in this course. The rationale and alternatives are indicated in the Additional Comment box below. **(Additional Comment Required)**
- ☒ Presentations are not part of the grade in this course.

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

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.