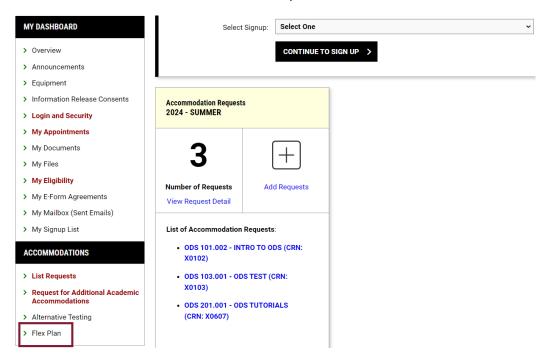


ODS Flex Plan: Tutorial for Students

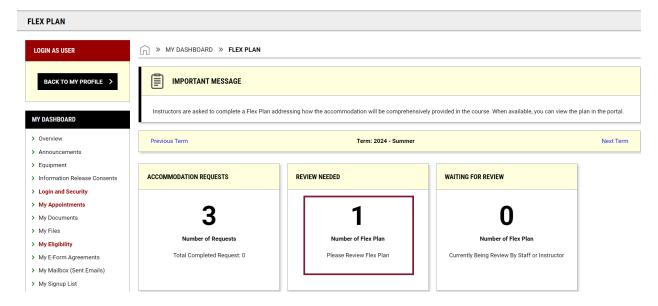
Note: Before proceeding, please ensure you have reviewed the <u>Flex Attendance Rubric</u>.

Step 1: Access the ODS Online Portal.

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

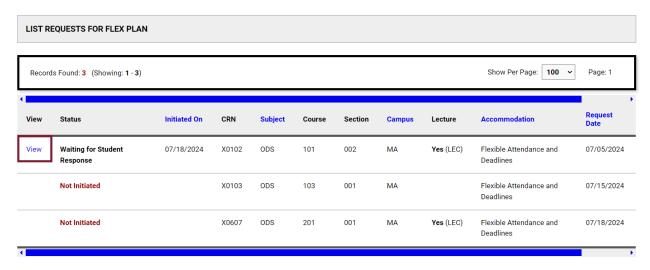


Step 3: Locate the Review Needed box to determine the number of Flex Plans available for review.





Scroll down and select "View" next to the Flex Plan you'd like to review.



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
- O 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) O My syllabus allows for additional flexibility beyond the rubric. The student should consult and follow the syllabus for guidance. O 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: Question 3: What opportunity is provided for missed in-class participation due to a disability-related absence?* No grade penalty for missed participation points. O 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. O 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 disabilityrelated 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. O 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 <u>7 or fewer calendar days</u> 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:

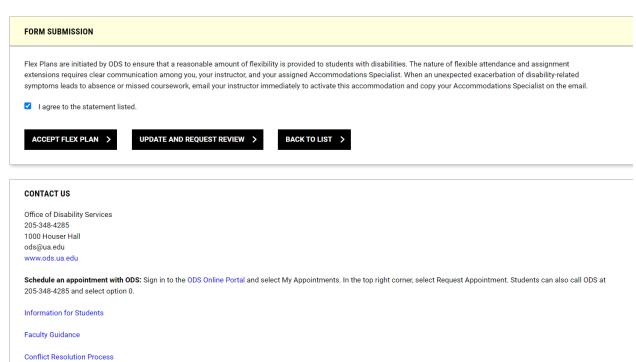


In this example, the course does not involve group work or in-class presentations.

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?* O 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."





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