

# Flex Plan Instructions

## Completing a Flex Plan

A Flex Plan is only applicable to specific accommodations and utilized when the terms of the accommodation must be course-specific. The Flex Plan is initiated by a faculty member and establishes how flexibility or *consideration* will be implemented relative to a specific course. Each Flex Plan-eligible accommodation will pre-specify terms as a benchmark for establishing what additional flexibility can be offered.

When applicable, the prompt to complete a Flex Plan will be listed in a student's disability notification letter under the respective accommodation description.

If you need to copy an existing Flex Plan over to a new student request, please see [Manually Copying a Flex Plan](#).

1. To complete the Flex Plan, access the [DRS Instructor Portal](#)
2. Select **Continue to View Student Accommodations**
3. Select **Flex Plan** from the left navigation pane under **Home**
  - This page will list your students with accommodations that require completion of a Flex Plan and their associated course and section
  - Flex Plan statuses will be listed as follows:
    - 3.1. *Not Initiated* – Instructor has not yet initiated the plan, and must take this step in order for the accommodation to take effect
    - 3.2. *Waiting for Review* – the flex plan has been started by the instructor and is awaiting review from DRS and student
    - 3.3. *Completed* – the flex plan has been agreed upon and is complete
4. Find the student-specific Flex Plan you wish to complete and choose **View**
5. Review the guidance under **Student Request > About this Accommodation** carefully
6. Respond to each item in the **List of Questions** reflecting on the guidance in About this Accommodation as needed.
7. As an option, you may upload a syllabus to give DRS additional details about your course under **List Syllabi > Upload Additional Syllabus and Manage All Syllabi**. This step may assist DRS when reviewing the completed plan and/or discussing the implementation of this accommodation with a student.
8. Instructors will be provided with the following optional selections:
  - **Copy to Other Requests in the Same Course**
    - 8.1. Selecting this drop-down option will apply this plan to all other pending requests in the one specific course
  - **Copy to Other Requests in My Courses**

8.1. Selecting this drop-down option will apply this plan to all other pending requests in **ALL** courses you are actively teaching

- These selections will only copy to other requests for the same accommodation. For example, a flex plan for *Consideration With Regard To Absences* cannot be copied over to a flex plan for *Consideration With Regard To Assignment Deadlines*.
  - These selections will NOT apply to any future requests submitted by other students, only active requests listed as **Not Initiated**. To apply a prior Flex Plan to a new request from a student, see [Manually Copying a Flex Plan](#) below.
9. Submit your completed Flex Plan under **Form Submission** by acknowledging your agreement with the terms and choosing **Initiate and Request Review**.
    - The completed Flex Plan will be sent to DRS for review and given the status, *Waiting for Review*.
  10. Upon review by DRS, the Flex Plan will be sent to the student for review and given the status *Waiting for Student Review*.
  11. If the student accepts the plan, confirmation will be sent to the instructor and no further action is required.
  12. If a student edits the plan, the Flex Plan will be sent back to DRS for review and given the status *Waiting for Review*. DRS will continue communication efforts with the student and instructor to finalize the plan.

## Manually Copying a Flex Plan

An existing Flex Plan can be manually copied for a new student request.

If you receive additional flex plan requests during a term and want to use a plan already created for another student in your course, you can manually transfer this plan to the new student. Ensure the previous student's plan is relevant to the new request. If modifications are necessary for the new student's needs, please complete a new flex plan accordingly.

*Please note, if we are further into the semester and additional flexibility is either not possible or needs to be adjusted from your original Flex Plans, do not copy an existing plan. Instead, [complete a new plan](#).*

1. To copy a Flex Plan, access the [DRS Instructor Portal](#)
2. Select **Continue to View Student Accommodations**
3. Select **Flex Plan** from the left navigation pane under **Home**
4. Find the student-specific Flex Plan you wish to copy and choose **View**
  - a. If you are copying a plan, you should see one or more flex plan requests listed as **Not Initiated**
  - b. **Be sure to select a completed plan that aligns with the accommodation requested** (i.e. select a student with a **Consideration With Regard to Absences** plan if the new request(s) are for absences, and **Consideration With Regard to Assignment Deadlines** for deadline extension requests)
5. The plan you select to copy must be listed as **Completed** or **Waiting for Review**
6. In the completed flex plan, under the **Options** box, select one of the following from the dropdown menu:

**a. Copy to Other Requests in the Same Course**

- i. Selecting this drop-down option will apply this plan to all other pending requests in the this specific course
- ii. Select this option if plans are different across the courses you teach

**b. Copy to Other Requests in My Courses**

- i. Selecting this drop-down option will apply this plan to all other pending requests in ALL courses you are actively teaching

**7. Click Copy Plan**

8. You will receive a confirmation notice on the **Flex Plan** page at the top of the screen. All requests listed as **Not Initiated** should now reflect as submitted and **Waiting for Review** per the option selected above.