

Flex Plan Attendance Agreement

Flexibility might involve adjusting course policies on attendance, deadlines, or exam/quiz schedules. Students are expected to show progress toward completing assignments when requesting flexibility. Since each course has unique syllabus requirements for attendance, exams, and deadlines, this accommodation requires a course-by-course assessment to determine what is reasonable and appropriate.

Not all classes will allow for the same level of flexibility. The extent of flexibility will depend on the course's design, structure, and specific learning objectives. **This accommodation cannot fundamentally alter the course. Instructors are responsible for evaluating course requirements and determining the essential standards.**

Instructors initiate the flex plan for each course to determine the boundaries and stipulations of the agreement and send it to the student for review. **Students must schedule an appointment with each instructor for approval and finalization of the Flex Plan.** This is a collaborative process between the student and instructor to ensure that both parties clearly understand the agreement, protecting against any potential misunderstandings. You will define the boundaries of flexible attendance answer the questions below in the **Flex Plan** section of the [AIM Instructor Portal](#).

1. Will this accommodation fundamentally alter the course requirements or learning objectives?
2. Is the student required to participate in events which occur outside of scheduled class times or activities?
3. Does the class include labs, clinicals, activities, events, presentations, group work, etc. in addition to class time?
 - a. If so, what are the events and dates?
4. Are there any such activities (labs, clinicals, activities, events, presentations, group work, etc.) that cannot be made up for any reason?
 - a. Yes, If so, please determine those for this agreement.
5. Please create a make-up plan should the student miss a assignment.
6. Please create a make-up plan should the student miss a test or exam.
7. Please create a make-up plan should the student miss a lab or clinical?
8. Please create a make-up plan should the student miss a presentation required for the course?
9. What percentage of labs, clinicals, activities, events, presentations, group work, etc. can be missed without fundamentally altering the course outcomes?

1. Login to the [AIM Portal](#). To view any flex plans that are available, select **Flex Plan** from the menu on the left.

The screenshot displays the August University AIM Portal interface. At the top left is the August University logo. Below it is a grey header bar labeled "OVERVIEW". The main content area is divided into several sections. On the left is a vertical navigation menu with a black header "HOME" and a red header "LOGIN AS INSTRUCTOR". The "HOME" menu includes options: "Overview", "Upload Syllabus", "Alternative Formats", "Alternative Testing", and "Flex Plan", with a red arrow pointing to "Flex Plan". Below the menu is a "SIGN OUT" button. The "LOGIN AS INSTRUCTOR" section contains a "BACK TO MY PROFILE" button. The main content area starts with a "Session Extender: ON" indicator and a breadcrumb "» OVERVIEW". Below this is a yellow bar for "Previous Term" with "Term: Fall 2024" on the right. A grey bar below that is labeled "STUDENTS WHO REQUESTED ACCOMMODATIONS". Underneath is a "REFINE SEARCH" button. A large yellow bar in the center contains the text "NO RECORDS FOUND". At the bottom right is a "QUESTION?" section with contact information for Testing and Disability Services: Email: tds@augusta.edu, Phone: 706-737-1469, Summerville: Galloway Hall, Health Sciences: Greenblatt Library, Suite 1300. A link "How did we serve you today?" is also present.

2. You will see a list of students who are approved for flexibility with their attendance. In this example, you'll notice there is one flex plan ready for review. Select **View** to see each student's Flex Plan Agreement.

FLEX PLAN

Session Extender: ON

HOME

- > Overview
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing
- > Flex Plan

SIGN OUT

IMPORTANT MESSAGE

You have students who are approved for Flexibility Agreements in your course. **Consideration for flexibility addressed in this agreement are only applicable for flexibility related to the student's documented disability. Any flexibility not related to the student's documented disability are not applicable to this agreement.**

Students must meet with faculty and complete the **Flexibility Agreement Plan** following prior to using the accommodation.

When completing the Flexibility Agreement Plan consider the following:


- Determine an alternative plan for how absences and missed assignments will be addressed
- Determine a specific timeline for completion of missed activities, assignments, etc. from the date of the absence(s). Example: "Assignments missed should be submitted within 72 hours of the original due date."
- Determine the maximum percentage of class participation that can be missed before it fundamentally alters the course learning objectives.
- Determine the manner and time frame for the student to make the professor aware of an absence.

Testing & Disability Services is available to provide guidance and assistance with determining the appropriate implementation of flexibility with attendance. Please contact us at 706-737-1469 or tds@augusta.edu.

Previous Term Term: Fall 2024 Next Term

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

View	Status	Initiated On	Course Registration Number	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date	Completed Date
View	Not Initiated		99999	HISTORY	1011	01	Mickey *****			Flexibility with Attendance	08/12/2024	



3. On this page there are three columns.

- **STUDENT REQUEST** on the **left** displays the student, course, accommodations, and Disability Specialist information.
- **LIST OF QUESTIONS** in the **middle** contains the questions you are asked note how flexible attendance can be implemented as an approved accommodation without fundamentally altering your course and the learning objective(s).
- **UPLOAD SYLLABI** on the **right** allows you to upload a copy of your syllabus to provide a guide to required assignments, labs, exams, activities, etc.

STUDENT REQUEST	LIST OF QUESTIONS	UPLOAD SYLLABI
<p>Course Information: HISTORY 1011.01 - THE LIFE OF MICE (Course Registration Number: 99999)</p> <p>Student: Mickey *****</p> <p>Accommodation: Flexibility with Attendance</p> <div data-bbox="218 943 743 1253" style="background-color: #ffffcc; padding: 5px;"><p>About This Accommodation: There are a number of ways for the student to meet essential course requirements while using this accommodation.</p><p>Flexibility may be accomplished by adjusting course policies on attendance, work deadlines, or exam or quiz schedules. It is an expectation that a student be able to show progress toward completing the assignment when flexibility is requested. As every course has specific syllabus requirements regarding attendance, exam schedules, and assignment deadlines, this accommodation requires a course-by-course assessment to determine what is reasonable and appropriate.</p></div>	<p>Will this accommodation fundamentally alter the course requirements or learning objectives? *</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Is the student required to participate in events which occur outside of scheduled class times or activities? *</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the class include labs, clinicals, activities, events, presentations, group work, etc. in addition to class time? *</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes What are the events and dates?</p> <p>Additional Comment: <div data-bbox="831 1198 1335 1258" style="border: 1px solid #ccc; height: 37px;"></div></p>	<div data-bbox="1444 699 1969 781" style="background-color: #ffffcc; padding: 5px;"><p>Please upload your syllabus so all dates of assignments and exams are confirmed in advance of the semester.</p></div> <p>File Title: <div data-bbox="1444 834 1969 873" style="border: 1px solid #ccc; height: 24px;"></div></p> <p>Select File: ?</p> <div data-bbox="1444 932 1913 997" style="border: 1px dashed #ccc; padding: 5px;"><input type="button" value="Choose File"/> No file chosen</div>
<div data-bbox="1444 1073 1969 1230" style="background-color: #ffffcc; padding: 5px;"><p>LIST SYLLABI</p><p style="text-align: center;">No Records Found</p></div>		

At the bottom of the **right column** under **OPTIONS** you can copy the same parameters of this Flex Plan Agreement. Although not all classes allow for the same level of flexibility and the extent of flexibility will depend on the course's design, structure, and specific learning objectives, You can choose to either **Other Requests in the Same Course OR Copy to Other Request in My Courses** (all the classes you are teaching this semester)

Not every class can be flexed or will be flexed in the same way. There may be reasonable limits to flexibility based on the design and structure of each course and the specific course learning objectives. This accommodation should not result in a fundamental alteration of the course. Instructors are responsible for analyzing course requirements and determining essential course standards.

Students should contact faculty to complete the Flexibility with Attendance and Assignment Instructor Agreement. This is an interactive process between the student and instructor which protects both the student and the instructor from any misunderstandings and ensures that the details of the agreement are clear to both parties.

Testing and Disability is available to meet to provide assistance with this accommodation by contacting us at 706-737-1469 or tds@augusta.edu.

Form Available On:
Monday, August 12, 2024

Primary Disability Service Provider:
[Rebecca Berger](#)

Status:
Not Initiated

Are there any such activities (labs, clinicals, activities, events, presentations, group work, etc.) that cannot be made up for any reason? *

No

Yes, If so please determine those for this agreement.

Additional Comment:

Please create a make up plan should the student miss a assignment. *

Please create a make up plan should the student miss a test or exam. *

OPTIONS

Available Options:

- Copy to Other Requests in the Same Course:** This responses to other students in the same course with the accommodation where the status of the Flex Plan **Initiated**".
- Copy to Other Requests in My Courses:** This option responses to other students in **any course** with the accommodation where the status of the Flex Plan **Initiated**".

Action:

Select One



4. Students are prompted to meet with faculty within one week of your completion of the Flex Plan Agreement. Students must meet with instructions to review and complete the Flex Plan Attendance Agreement before flexibility with attendance is an approved accommodation. **Accommodations are never retroactive.** and are expected to make an appointment with you to review the Flex Plan Attendance Agreement.