



Greetings Flex Plan Students,

Happy New Year from the Disability Services Offices! We hope you had a restful and enjoyable Winter Break and are looking forward to an exciting new Semester.

As we prepare for a successful and collaborative Spring 2026 semester, we would like to review the recently launched Flex Plan accommodation available through the AIM system. We, as Disability Service Offices, have reflected on our first semester of implementing the Flex Plan and continue to develop and refine the Flex Plan module to support a more consistent and efficient process.

Review of the Flex Plan

The **Flex Plan** is designed to support students with **severe, chronic, or unpredictable disabilities** that may occasionally affect assignment deadlines or class attendance. These accommodations offer structured flexibility aligned with course policies, ensuring that academic integrity is maintained while providing reasonable accommodation.

You are receiving this message because you have been approved through Disability Services at your current campus for either a deadline extension or an attendance adjustment accommodation.

 **Please allow up to two weeks** from the time the process is initiated in AIM for full implementation. Flex Plans may not be retroactive, except in some circumstances at the discretion of DAS and faculty.

Next Steps for You

If you have already completed your intake and received one of these accommodations, there are some steps you need to do to activate the Flex Plan in AIM and ensure you understand how to use it effectively for the Spring 2026 semester and beyond.

After Disability Services activates your Flex Plan, your instructors will be prompted to complete a brief questionnaire regarding course policies for attendance and deadlines. This questionnaire tells Disability Services what type of course they are teaching and helps determine the allotted number of absences and due date extensions are reasonable for each course. Once submitted, you will receive an email prompt from the AIM Portal asking you to review the Flex Plan Agreement for each course.

 Please note: Your Flex Plan will **not be fully implemented** until you complete the following requirements:

- **Send out your accommodation letters to your instructors within the AIM Portal that reflect either Flex Attendance Adjustment or Flex Assignment Due Date Extension.** (If you do not see one of these accommodations on your approved accommodation list, please contact your designated disability office).
- **Be on the lookout for any email correspondence from Disability Services or the AIM Portal regarding your Flex Plan accommodations.** You also need to review proposed flex plans from instructors as they complete them in the AIM System. Instructors have 2 weeks (10 days) to complete the Faculty Questionnaires or default accommodations will be implemented automatically.
- **Accept the Disability Services Canvas Invitation to join the DAS Canvas Page-** This is crucial as all students with approved flex plan accommodations need to complete the Flex Plan Module within the Disability Access Services Canvas Page in its entirety to have their accommodations implemented. This involves reviewing the documentation provided, watching the Student Video, and taking the Flex Module Quiz for completion. ***If you have already completed the Flex Plan Module in Canvas during the Fall 2025 semester, you do not need to complete it again for the Spring semester.***
- **Once you receive the completed flex plan proposals from instructors in the AIM Portal, promptly review them to understand the expectations for each course.** Keep in mind that flex plans are created for all students in each course and flex plan accommodations are generalized for equitable and consistent purposes. Should you require additional accommodation beyond what is stated in each flex plan, requests must be considered and determined through the Disability Services Office. Additional medical documentation may be requested by Disability Service Staff before making a determination for additional accommodations.

Flex Plan accommodations may not be fully applicable or feasible in upper-level courses, lab courses, practicums, or internships due to degree standards and program requirements established by the University, the State of New Mexico, or degree licensure regulations.

Roles and Responsibilities Recap

- Faculty have 10 calendar days to complete the questionnaire. If they do not respond in time, Disability Services will apply default accommodations based on course expectations.
- It is your responsibility to request the Flex Plan accommodation in the AIM Portal each time it is needed using the Implementation Feature. Usage must align with

what has been determined as reasonable and within the parameters of the course syllabus and agreements between your instructor and Disability Services.

Implementation Feature to Request Accommodation

This feature in the AIM Portal is the platform students will use to request and communicate the use of their flex plan accommodation(s) in real-time as disability flare-ups occur. Students will request and communicate their requests by answering the following:

- What is the purpose for requesting your Flex accommodation?
- Is the reason disability related?
- What class dates and potential assignments/projects are affected due to current flare-up?
- What is your plan for making up any missed work? (Submit late work within 48 hours is general expectations)
- Provide specific assignment names and the proposed date and method of submission.

Instructors will then receive an email prompt to check the AIM portal for the Implementation request and determine if the request is reasonable. They will either approve, seek additional clarification, or deny the request with written reasoning to the student. Both Disability Services and the student will receive the follow-up correspondence, and it will be marked accordingly in the AIM Portal.

Looking Ahead

We understand this is still a new process, and it may take some time to adjust. However, we are confident that continued use of the Flex Plan will help ensure greater consistency, fairness, and documentation for students whose disabilities affect attendance and deadlines.

Please contact our office if you have any questions about the expected requirements:

 **575-646-6840**

 **dasaccommos@nmsu.edu**

Thank you for your attention and commitment to your academic success. We look forward to working with you this semester.

Warm regards,

Freda Trujillo, Ed.D.

Director, Disability Access Services

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