

Flex Plan Accommodations

REVIEW OF ATTENDANCE ADJUSTMENT/EXTENDED DUE DATE FOR FACULTY

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Disability Access Services



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New Mexico State University

Agenda

- ✓ WHAT IS FLEX PLAN
- ✓ STUDENT NUMBERS
- ✓ FACULTY NUMBERS
- ✓ STUDENT TRAINING
- ✓ INITIAL IMPLEMENTATION
 - ✓ FINDINGS
 - ✓ NEXT STEPS
- ✓ REQUESTED SUPPORT FROM YOU
- ✓ HOW TO FIND AND COMPLETE FLEX PLANS
- ✓ HOW TO REVIEW IMPLEMENTATION REQUESTS



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What is the Flex Plan?

This accommodation supports students with severe, chronic, or unpredictable disabilities that may affect their attendance and ability to meet assignment deadlines.

It provides structured flexibility beyond what is offered to all students and is implemented based on what is reasonable and equitable for each course.

The Flex Plan:

- Establishes structured flexibility in course attendance and deadline policies, grounded in what is already reasonably outlined in the course syllabus.
- Utilizes the secure AIM Portal to allow both DAS and instructors to track the frequency, duration, and use of the accommodation.
- Accommodation must extend what is provided to all students and is based on what is considered as reasonable and equitable
- Provides students with baseline guidance for attendance adjustment and extended due dates to promote equity and consistency for all students in one class. Goal: Stay away from case-by-case scenarios.
- Intended for students with severe/chronic/and episodic illnesses who require additional flexibility with due dates and attendance through supportive measures
- Some students may warrant additional considerations/accommodations beyond the flex plan based on documented need or determination by DAS

[Flex Plan Information Page](#)



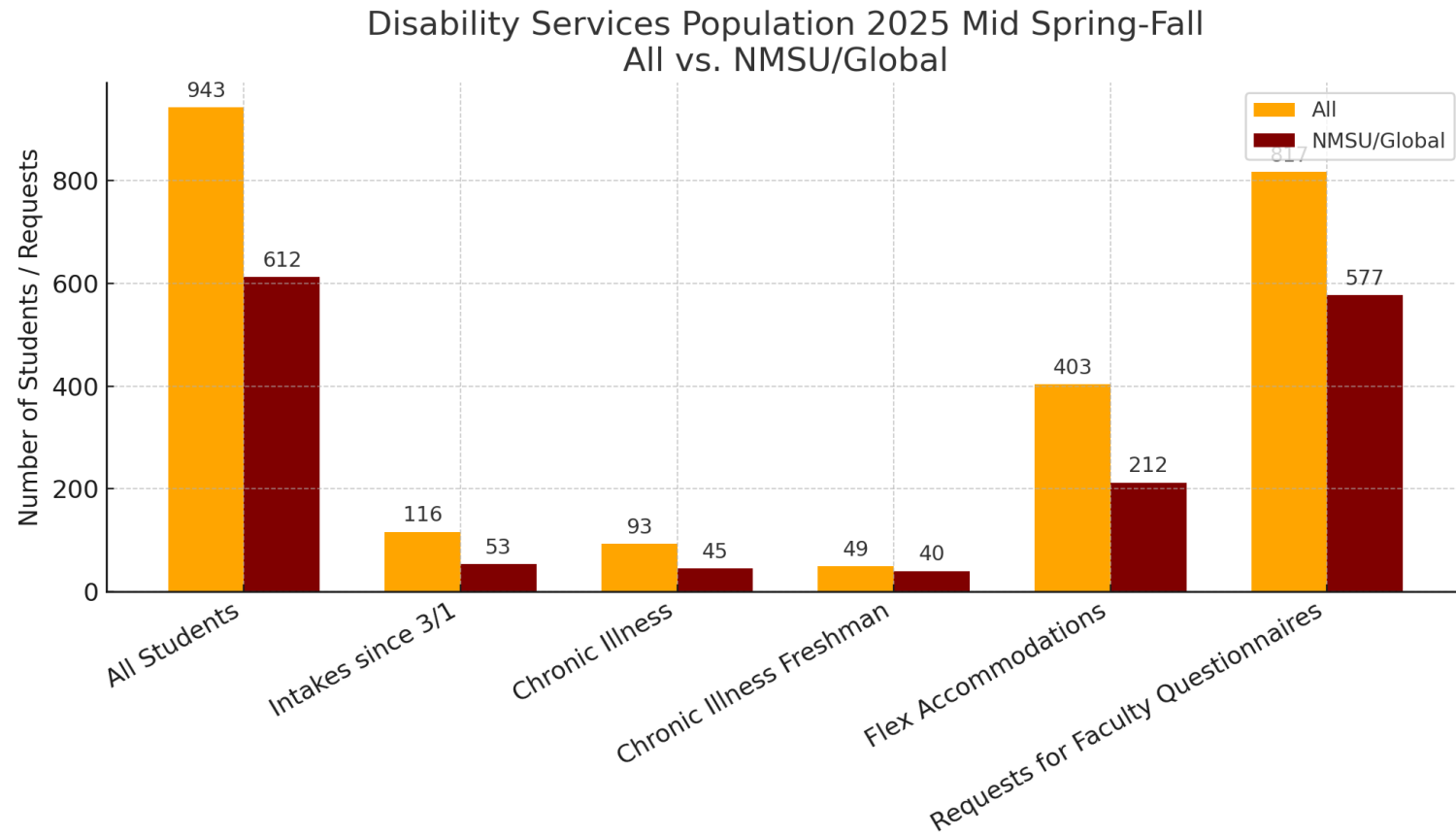
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The Flex Plan is Not!

- The flex accommodation is not an attendance waiver.
- It does not cover frequent or extended absences, nor does it override essential course requirements.
- Is not to only be used at the end of the semester
- Is not to be used, referenced, or recommended when students request assignment extensions
- Students remain responsible for meeting all academic expectations, and instructors are not required to fundamentally alter the course or outcomes.
- Flex Accommodations related to attendance adjustments and deadline extensions are not meant to apply to every assignment, project, or exam.
- Students must abide by previously written agreements and notify instructors and the disability office via the AIM Implementation Portal when the need for the Flex Accommodation arises.



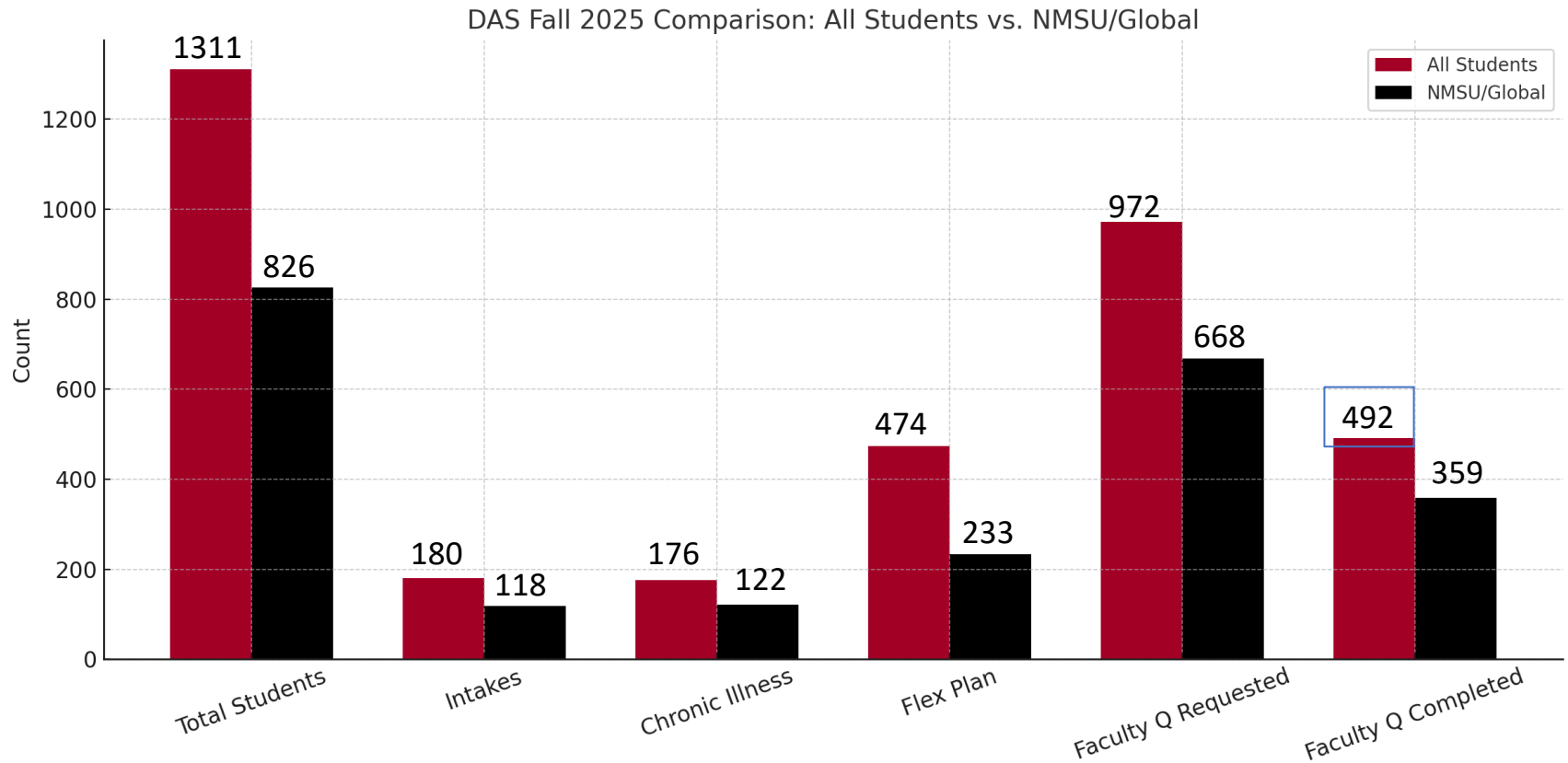
Student Numbers



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DAS Fall 2025 Summary Comparison

All Branch Disability Students vs. NMSU/Global DAS (8/18 – 11/17)



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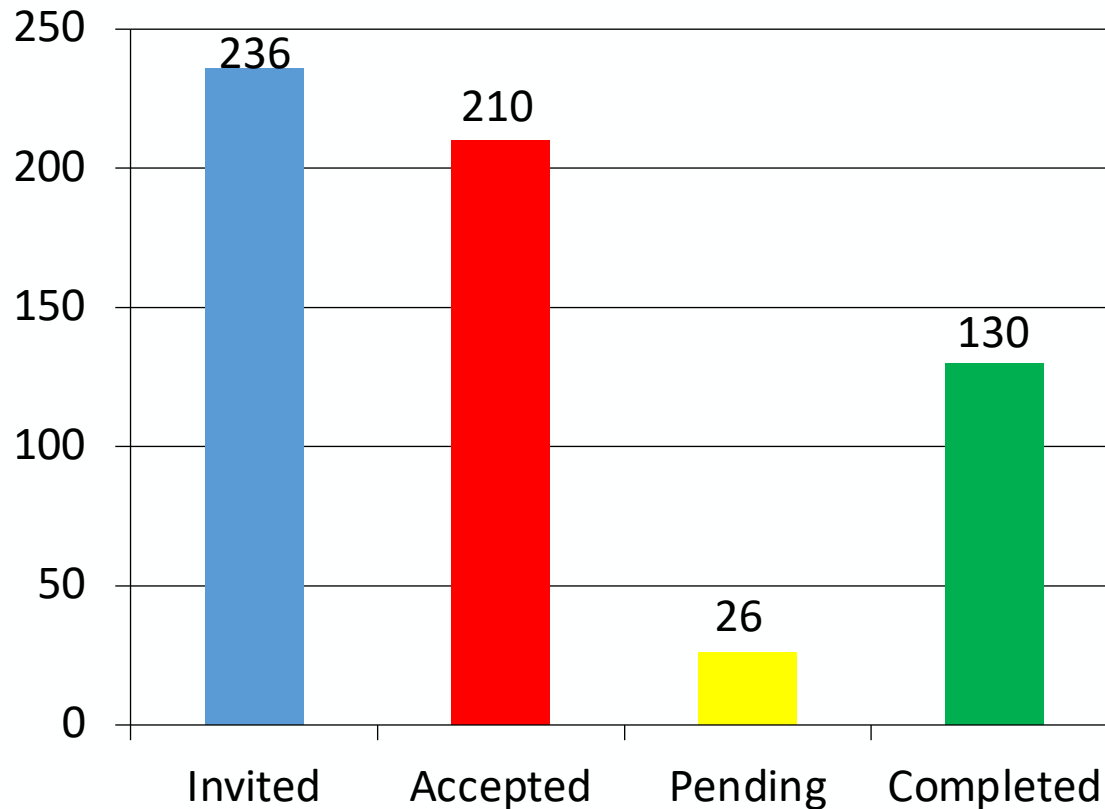
Student Canvas Training

- Students are required to complete an online training module through NMSU Disability Access Services Canvas Page
- **Training completion includes-** Information Overview Page, Review of Student Tutorial Video, How to complete Implementation Requests, and a Canvas Quiz to demonstrate understanding
- Students need to acknowledge their review of updated video and written guidance in Canvas Module every semester
- Individual email reminders are sent and upcoming phone campaign reminders for training completions



Canvas Flex Module Completion Rates

Students



Module Completion Rate: 55%



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Issues/Resolutions

Initial Issues:

- Questionnaire took too long to complete
- Some did not understand how and where to complete forms
- Program times out on them when completing
- Did not understand the Implementation feature
- Students did not understand what was expected who did not complete Canvas module

Resolutions:

- **Revised Faculty Questionnaire with eliminated need for additional explanation**
- **Provided written guidance for completing Flex Plan**
- **Frequent collaboration with AIM tech support**
- **More specific guidance for students on how to complete an Implementation Request**
- **Additional email correspondence to all Flex students regarding their roles and expectations.**



Findings

- Encourage more to review the provided guidance
- Revised guidance to complete flex plan questionnaires and review Implementation requests from students
- Flex Plan requires more time up front but intended to save back and forth time with students later in the semester
- Can copy completed questionnaires from one course to the next
- Need for more consistent attendance policies and universal design practices [Advancing Opportunities for Students with Disabilities in Higher Education](#)
- Need to manage what has never been regulated before
- Understand that change in practice and procedure takes time



Current Flex Plan Revisions

- ✓ Questionnaire has been revised and updated for Spring 2026
- ✓ Email correspondence for students and faculty have been updated
- ✓ Updated guidance on how to complete Flex Plan Questionnaire and where/how to respond to student Implementation requests
- ✓ Default and Suggested Accommodations:
 - ✓ Assignment Extension- Stayed with the suggested additional 2 days above syllabus allowance not to exceed 6 total days and 1 additional day for mini semester courses
 - ✓ Due Date Extension- Revised 48-hour extension after due date for up to 3 assignments per course per semester and 3 to 5-day extension for more complex projects
 - ✓ Flex Plan accommodations only extend until the last day of the semester. Any extensions after the course-end date will need to be requested through the process for Incompletes with the instructor.



Next Steps

Fall Semester:

- Continued providing support and outreach to introduce and promote flex plan and its true intent
- Collected data for both faculty and students
- Collaborated and consulted with other universities
- Determined and distinguished need for flex accommodations
- Promotion of Implementation Feature in AIM Portal

Spring Semester:

- Re-evaluated faculty questionnaire and condensed for specified information
- Promote UDL teaching practices and flex plan only being for severe/chronic illnesses
- Additional guidance and outreach for students to utilize Implementation feature in AIM
- Re-assess and track utility of accommodations
- Collect input and feedback from students/staff after 2 semesters of use



Requested Help From You

- Encourage students and colleagues to review provided flex plan materials and reach out for support
- Provide actual base timelines for absences and due date extensions within the flex plan questionnaires
- Understand that accommodations go beyond what is given to everyone as a general practice
- Promote consistent practices to ensure equity and consistency that steers away from case-by-case scenarios as they arise
- Proactive documentation and communication are key to the interactive process
- Avoid having students seek disability accommodations for extra time to submit work
- Understand the flex plan is a work in progress that takes time to implement and navigate



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