

## ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

### FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

### Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

### Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

**CONTINUE TO VIEW STUDENT ACCOMMODATIONS >**

Read our access policy, then click here

## HOME

- > **Overview**
- > **Add Instructor**
- > Upload Syllabus **Click here**
- > Alternative Testing
- > Communication Access
- > **Flex Plan**

After clicking on "Flex Plan," SCROLL DOWN until you see "Step 1"

THEN click "View" as seen here

### OVERVIEW OF FLEX PLAN

# 1

Number of Plans Not Initiated

Total Request: 1

### STEP 1: SELECT COURSES (FOR BULK SPECIFY)

Records Found: 1 (Showing: 1 - 1)

<input type="checkbox"/>	View	Status	St
<input type="checkbox"/>	<b>View</b>	Not Initiated	1

## STUDENT REQUEST

Course Information:

**The course you clicked "view" for will appear here**

Students:

**The student(s) will appear here**

SCROLL DOWN after you are redirected from "view"

When you see this, make sure the information is accurate

### UPLOAD SYLLABI

Uploading of syllabus is optional and not required. You will be asked to refer to or provide specific sections of your syllabus related to attendance and due date policy within the flex module questionnaire.

File Title:

Select File:

No file chosen

### LIST SYLLABI

[Upload Additional Syllabus and Manage All Syllabi](#)

Download	File Title	Size	Uploaded On
<a href="#">View</a>			

### LIST OF QUESTIONS

Question 1: What is the format of your course? \*

- Face-to-face
- Lab
- Online
- Hybrid
- Global
- Clinical Field Experience

Additional Comment:

There is a list of 19 questions you will need to fill out, starting under the "List of Questions" section as demonstrated on the left. Complete each answer as applicable to your course. Please answer ALL questions.

Question 4: Does the course fundamentally require consistent student attendance and active participation for mastery of the course content? \*

- Yes - You may voluntarily provide additional information regarding the importance of attendance and participation from your course syllabus in the **additional comment box** below.
- No

Additional Comment:

Keep in mind for QUESTION 4 that you will need to comment your attendance statement in question form if you do not upload your syllabus

## FORM SUBMISSION

Apply to all classes with the **same course subject and course number** in the same term. **Be sure to check this box**

**INITIATE AND REQUEST REVIEW >**

**BACK TO LIST >**

After completing the steps and questions above, click "Initiate and Request Review"