



Step-by-Step Guide to Completing the Flexibility Agreement

This form outlines how accommodations such as attendance, deadline and test flexibility will be implemented in the course. Follow these steps to complete the agreement.

Key Points:

- **Do not individualize the agreement:** This agreement applies to all students approved for specific flexibility accommodations in this course: Do not tailor it to individuals.
- **Complete all sections:** Students may be approved for flexibility accommodations at any time during the course, please complete all sections now.
- **The system will not allow you to move forward:** Fill out all required fields (*marked), or the system will not allow you to proceed.
- **Deadline Extensions:** Specify the number of days past the original deadline students can submit their assignment.

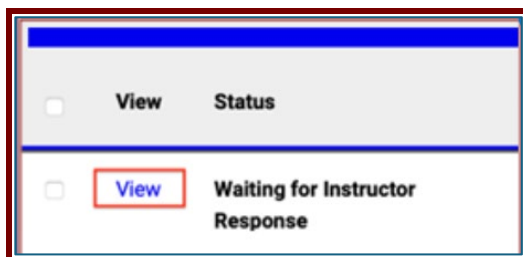
Flexibility Agreement Instructions

Step 1: Access the AIM Portal

1. Log in to the [AIM Faculty Portal](#)

Step 2: Locate the Flexibility Agreement

1. On the left-side menu, click “Flex Plan”
2. Find the agreement that you need to complete and click “**View**” next to it.



Step 3: Complete the Flexibility Agreement Form

1. List how the accommodations can be implemented in the course. Keep in mind the key points

LIST OF QUESTIONS
<p>Instructors are asked by SDS to take into consideration how a student's absence will impact their ability to participate fully in the course and the effect that absences will have on the learning outcomes for the student and classmates. *</p> <p><i>Note:</i> This question only applies to Flexibility with Attendance Policy.</p> <p><input type="radio"/> Not applicable or not allowed. (Additional Comment Required)</p> <p><input type="radio"/> A student with a disability may miss class for disability-related reasons beyond the number of allowed absences on the syllabus.</p> <p>Additional Comment:</p> <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>
<p>What is the maximum number of absences without penalty allowed for a student with a disability who has been approved for attendance flexibility? *</p> <p><i>Note:</i> This question only applies to Flexibility with Attendance Policy.</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<p>Plan for make-up participation points, if applicable (e.g. submit additional blog posts on Canvas). *</p> <p><i>Note:</i> This question only applies to Flexibility with Attendance Policy, Flexibility with participation.</p> <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>
<p>The accommodation of deadline extensions for assignments is approved for students whose disability affects their ability to submit work by the assigned deadline. *</p> <p><i>Note:</i> This question only applies to Advance notice or deadline flexibility, Deadline extensions on assignments.</p> <p><input type="radio"/> not applicable or not allowed. (Additional Comment Required)</p> <p><input type="radio"/> students with a disability may have deadline extensions.</p> <p>Additional Comment:</p>



Step 4: Submit the Agreement for Review

1. After completing all sections in the agreement, scroll to the bottom of the page.
2. Click “Update and Request Review.”
3. The agreement will be sent for administrative review. If additional information is needed, SDS will contact you. Otherwise, the agreement will be sent to any student requesting to use their approved accommodation(s) in the course.

FORM SUBMISSION

UPDATE AND REQUEST REVIEW > **BACK TO LIST >**