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Flex Plan: Assignment and Attendance Accommodations

The Flex Plan is designed to provide reasonable flexibility for assignments and attendance when disability-related circumstances impact a student's ability to meet standard deadlines or attendance requirements. It is not intended to cover every assignment or allow unlimited absences, but rather to address occasional challenges while maintaining the integrity of the course



Customizing the Flex Plan:

The Flex Plan is customizable to meet the needs of individual courses and students. While the default plan is designed to work with most courses for convenience, instructors can adjust the plan as needed. If a student indicates that the default plan does not support their access, ARC staff and the instructor will engage in an interactive process to determine reasonable and appropriate flexibility. ARC will review customized plans and either approve or consult with instructors to ensure equity if needed.



Default Attendance Accommodation Plan:

- **Attendance:** If graded, the student will be given 50% additional excused absences (rounded up) before the general course policy takes effect.
- **Classroom Participation/Discussion:** If graded, the student will be given an alternate opportunity to make up missed participation points (e.g., written contribution, reading summary, etc.).
- **Missed Quizzes/Exams:** If date-specific, the student will be allowed the opportunity to make up within 1 week.
- **Extended Deadlines:** If an assignment was due on the date of a disability-related absence, the student can submit the late/missed assignment within 48 hours after the initial deadline.
- **General Rule:** If an instructor allows more flexibility already with attendance in their stated policies, the student should be afforded the process with the most flexibility.



Default Assignment Accommodation Plan:

- **Shorter Assignments and Course Components:** Per assignment, the student is permitted a maximum of 2 extensions of up to 24 hours each when requested.
- **Larger Cumulative Assignments and Major Course Components:** Per assignment, the student is permitted a maximum of 1 extension of up to 72 hours when requested.
- **Assignments that are NOT REASONABLE to Make Up:** Time-sensitive assignments, such as real-time simulations, group projects with tight deadlines (e.g., presentations), and online discussions with specific participation deadlines. Assignments that contribute to the learning process of the entire class, such as in-class group work, peer feedback, and discussions requiring timely contributions to maintain a productive learning environment.



ARC Faculty Portal:

Instructors can log in to the [ARC Faculty Portal](#) to view and agree to the Flex Plan for each course that has a student with these accommodations. The Flex Plan is determined per class, not per student, to streamline the process and avoid the need for instructors to complete multiple Flex Plans for different students within the same course. Additionally, instructors will be sent three reminder emails; if the Flex Plan is not completed, the default plan will automatically be finalized and put into place. Please see the [Instructions for Completing the Flex Plan](#).