

# "Flex Plan": Reasonable Flexibility Regarding Attendance and Course Participation Plan

This Implementation Plan is to be completed by the professor before or during your Access Plan meeting with your student (so please wait to "Submit" the plan until you've completed your review of it.)

Your discussion of the implementation of this accommodation is not a negotiation, but a sharing of information. The student should convey to the professor information about the impact of the disabling condition. And the professor should convey the degree to which there can (or cannot) be reasonable flexibility, as well as expectations regarding the student's role in the implementation of this accommodation as it relates to this particular class.

Professor: please be sure to select "Send me an email receipt of my responses" at the bottom of the form. ADS will receive your responses automatically and will send a copy of your completed form to the student, along with a request for their confirmation of it.

\* Required

\* This form will record your name, please fill your name.

## Attendance and Participation

1. Student's name \*

2. Course ID# and title \*

3. What are the professor's communication expectations if the student misses class? \*

- Student will email professor before missing class, whenever possible.
- Student will email professor within 24 hours of missing class. If rendered incapable of doing so by the disabling condition, student will do so as soon as physically possible.
- Other

4. Please explain:

5. Is participation graded for this class?

- Yes / It might be
- No

6. If participation is graded, note ways the student might "participate" if not in class:

- Email remarks or questions on required reading.
- Give remarks or questions to a classmate (who lives nearby) to give to the professor.
- Record and send a contribution.

7. Any other ways in which the student might "participate" if not in class:

8. If not in class, demonstrating participation in an alternative way is:

- an option
- an expectation
- not possible

## Notes and Attendance

9. How will missed notes be obtained? \*

- The student will obtain notes from a classmate.
- The student has a note-taking accommodation, and will request access to supplemental notes from a peer note-taker.
- The class already has a note-taker, and the professor will email [notes@dickinson.edu](mailto:notes@dickinson.edu) (<mailto:notes@dickinson.edu>) to request that the student be given access to notes for the whole semester.
- The class already has a note-taker, and the professor will download notes for the classes that the student has missed due to disability-related reasons and forward them to the student.
- Other

10. Please explain:

11. A meeting with the professor must occur if the student misses... \*

*This could include a specified number of consecutive or total classes missed, a certain critical class (such as one with a guest speaker or critical experience), etc.*

12. Communication about scheduling this meeting is to be initiated by: \*

- the student.
- the professor.

13. This meeting should occur within how many days of the absence that triggered a necessary meeting? \*

## Assignments

14. Will there be any assignments due for this class? \*

Yes / Maybe

No

15. Keeping in mind that the student may be contending with on-going flare-ups, on which assignment(s) would it be possible for the student to work ahead? \*

16. If, for disability-related reasons, the student is unable to complete an assignment by its expected due-date, the assignment must be submitted: \*

within a specified number of days of the student's return to health.

by a particular date.

other

17. Number of days by which the assignment must be submitted:

18. Please specify the date:



Format: M/d/yyyy

19. Please explain:

20. If this new deadline is not met: \*

- the grade on the assignment will be reduced by a certain number of points each day beyond the deadline.
- the student must meet with the professor to determine next steps (including whether or not the assignment can still be accepted).
- other

21. Number of points reduced per day:

22. Please explain:

## Quizzes

23. Will there be quizzes? (There will be a later question about tests / exams.) \*

- Yes / Maybe
- No

24. What will occur if the disability renders the student unable to take a quiz when scheduled?

*(A separate set of questions will be provided for tests and exams)*

- The professor will determine, at that time, what the appropriate options may be.
- A missed quiz will be dropped and removed from the total required.
- The student should email the professor as soon as possible to arrange a time to make it up.
- (If on campus) The student should email [proctoring@dickinson.edu](mailto:proctoring@dickinson.edu) (<mailto:proctoring@dickinson.edu>) (CCing the professor) ASAP to schedule a make-up quiz.
- Each quiz, as scheduled, is a fundamental requirement of the course. As such, an alternative assessment might not be possible. The professor will consult with ADS if this situation arises.
- A missed quiz can be made up, but the make-up quiz must be completed within a specified number of days.
- Other

25. Please explain, if necessary:

26. The make-up quiz must occur within this many days

*(NOTE BELOW: "within x days of the quiz date" / "within x days of the student's return to health" / other)*

27. If a quiz is not made up within the specified number of days, what will occur?

- A grade of 0 will be given.
- One fewer quiz will be counted towards the total.
- It will depend on such factors as the date of the quiz, whether student is current with other work, whether any previous quizzes have been missed, etc.
- Other

28. Please explain, if necessary:



## Exams and Other Expectations

29. Will students be given timed tests or exams for this class? \*

- Yes / Maybe
- No

30. What will occur if the disability renders the student unable to take a test or exam when scheduled?

- The professor will determine, at that time, what the appropriate options may be.
- A missed test will be dropped and removed from the total required.
- The student should email the professor as soon as possible to arrange a time to make it up.
- (If on campus) The student should email [proctoring@dickinson.edu](mailto:proctoring@dickinson.edu) (<mailto:proctoring@dickinson.edu>) (CCing the professor) ASAP to schedule a make-up test.
- Each test or exam, as scheduled, is a fundamental requirement of the course. As such, an alternative assessment might not be possible. The professor will consult with ADS if this situation arises.
- A missed test can be made up, but the make-up test must be completed within a specified number of days.
- Other

31. Please explain, if necessary:

32. The make-up test must occur within this many days

*(NOTE BELOW: "within x days of the test date" / "within x days of the student's return to health" / other)*

33. If the test is not made up within the specified number of days, what will occur?

- A grade of 0 will be given.
- One fewer test will be counted towards the total.
- It will depend on such factors as the date of the test, whether student is current with other work, whether any previous test have been missed, etc.
- Other

34. Please explain, if necessary:

35. Specify which of the following, if missed, will (or will likely) impact the student's learning outcomes, final grade, and/or ability to fulfill the requirements of the course: \*

- Collaborative in-class group work
- Active in-class participation
- Experiential learning in class
- Field trips
- Labs that cannot be replicated
- Other

36. Please explain, if necessary:

37. Does the class require collaborative group work?

- Yes
- No

38. If the disability affects the ability of the student to work collaboratively, how will group members be notified?

- Student will notify them of the possibility at the beginning of the semester.
- Student will notify them if and when the disability affects their ability to work collaboratively.
- Professor will notify them if and when the disability affects the student's ability to work collaboratively.
- Other.

39. Please explain, if necessary.

40. Additional comments regarding your conversation with your student

*Professor: Please select "Send me an email receipt of my responses" so you have a copy.*

*Student: ADS will send you a copy of this form and request your confirmation of receipt.*