

SASS

Student Guide to Flex Plans

What are Flex Plans?

Flex Plans are a tool for faculty to outline timeframes for accommodations related to additional time or extensions. These are a starting point for implementing accommodations, and should be partnered with individual conversations to consider each student's situation. Students should always contact their faculty as early as possible to discuss implementing accommodation plans.

Currently, Flex Plans are set up to provide this information for the number of absences, how late a student can arrive, amount of time an assignment can be late, and some additional related aspects.

Flex Plans are not meant to replace individual conversations with faculty about accommodation implementation. Rather, these are a way to clarify initial options before an in-depth discussion occurs for individual circumstances.

Faculty will complete the Flex Plan, and then students can indicate when they need to utilize or "Implement" related accommodations. This guide will review how to use the "Implementation" portion of the Flex Plan.

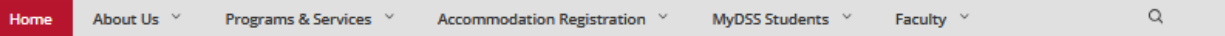
How to complete an Implementation?

- 1) Student will need to have requested to use accommodations in the course. After that, student can log in to the online portal at <https://whitney.accessiblelearning.com/EWU/> using their EWU single sign on. This link is also on the SASS website below the Contact information.



Student Accommodations and Support Services

Eastern Washington University



Announcement Information:

Slide One: Title: Apply for accommodations. Image description: A grey background with text stating "Is a disability impacting your educational experience? Apply for accommodations! Examples of qualifying disabilities can include: Learning disabilities, Mobility impairments, ADD/ADHD, Anxiety, Depression, PTSD, Concussion, Fractures/sprains, Seizure disorders, Eating disorders, Visual/hearing impairments, Autoimmune diseases, Autism spectrum disorder, Pregnancy.* *Pregnancy is not a disability."

Slide Two: Title: Connect with support services. Text reads: Are outside life circumstances impacting your education? We are here for you! Fill out a support services intake form. Examples of circumstances can include: the death of a loved one, sudden medical/life issues, recent traumatic events, financial insecurity, food insecurity, mental health concerns, social or belonging concerns, natural disaster, victim of a crime.

Slide Three: Support for EWU Students with Autism! If you identify as autistic and are interested in finding support and community, contact Heidi Hillman at hhillman@ewu.edu.

CONTACT US

SASS Office (Formerly DSS and Student Care Team)

sass@ewu.edu

Accommodations: 509-359-6871

Care/Support Services: 509-359-7924

Fax: 509-359-7458

Main Office/Student Check In

015 Hargreaves Hall

Cheney, WA 99004

HOURS

SASS Office

Mon-Fri: 8:00am-12:00pm,

1:00pm-5:00pm

Social Media

Follow SASS on social media!



Student Support Intake Forms

Care and Support Services

FACULTY ACCOMMODATIONS PORTAL

MyDSS Faculty Portal

Current Students Accommodations Portal

MyDSS Student Portal

- 2) The initial page after logging in will share announcements or reminders. After reviewing, students can go to the “Flex Plan” tab under the “Accommodations” box.



OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Login and Security
- > My Appointments
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List

ACCOMMODATIONS

- > List Requests
- > Submit Additional Documentation for Review
- > Alternative Formats
- > Flex Plan

» MY DASHBOARD » OVERVIEW

Accommodation Requests
SUMMER QUARTER 2025

3

Number of Requests

[View Request Detail](#)

[View All Requests](#)

List of Accommodation Requests:

- ANTR 102.025 - HUMAN EVOLUTION (CRN: 30251)
- FILM 214.025 - FILM AND THE HUMANITIES (CRN: 30433)
- GEOS 100.025 - DISCOVERING GEOLOGY (CRN: 30239)

ADVISOR

Name

Email

[Send Email](#)

Schedule An Appointment

[Request An Appointment](#)

QUESTION?

EWU Student Accommodations and Support Services
015 Hargreaves Hall, WA 99004
509.359.6871
509.359.7458
sass@ewu.edu www.ewu.edu/sass

3) On the Flex Plan page, you will have a list of a) the number of Flex Plans completed so far by faculty,

The screenshot shows the Flex Plan dashboard. The left sidebar contains navigation links: LOGIN AS USER, BACK TO MY PROFILE, MY DASHBOARD (Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox, My Signup List), ACCOMMODATIONS (List Requests, Submit Additional Documentation for Review, Alternative Testing, Alternative Formats, Flex Plan), and IMPORTANT DATES (September 01 Labor Day - University Closed, Closed All Day, VIEW ALL). The main content area has a breadcrumb trail: MY DASHBOARD > FLEX PLAN. At the top right are links: OVERVIEW (highlighted with a red box), ADD IMPLEMENTATION, and IMPLEMENTATION REQUESTS. Below the breadcrumb is an IMPORTANT MESSAGE section. A yellow bar indicates the current term: Previous Term | Term: Summer Quarter 2025 | Next Term. The dashboard features three summary cards: OVERVIEW OF FLEX PLAN (highlighted with an orange box and an arrow), SUBMITTED FLEX PLAN, and IMPLEMENTATION REQUESTS. The OVERVIEW OF FLEX PLAN card shows 1 Number of Plans Not Initiated and Total Requests: 2. The SUBMITTED FLEX PLAN card shows 0 Number of Plans Initiated and Total Completed Request: 1. The IMPLEMENTATION REQUESTS card shows 0 Under Review and Total Implementation Request: 0. Below these cards is a table of records with columns: View, Status, Initiated On, CRN, Subject, Course, Section, Campus, Lecture, Accommodation Requested, Request Date, and Approved Date. The table shows two records: one 'Not Initiated' and one 'Completed'.

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested	Request Date	Approved Date
	Not Initiated		30181	ACOT	522	A01	ONA		• Disability Related Absences • Extended Due Dates - Assignments	07/05/2025	
View	Completed	07/17/2025	30430	ACOT	551	A01	ONA		• Disability Related Absences • Extended Due Dates - Assignments	07/05/2025	07/17/2025

b) the number of pending Flex Plans (meaning in progress),

This screenshot is identical to the one above, showing the Flex Plan dashboard. The 'SUBMITTED FLEX PLAN' card is highlighted with an orange box and an arrow pointing to it. The card displays 0 Number of Plans Initiated and Total Completed Request: 1. The rest of the dashboard, including the sidebar, navigation links, and the table of records, remains the same.

c) and the Implementation Requests student has submitted. Reminder, Implementation Requests are notifications student sends to faculty about

using a specific accommodation.

The screenshot shows the 'FLEX PLAN' dashboard. On the left is a sidebar with navigation links. The main content area has a top navigation bar with 'OVERVIEW', 'ADD IMPLEMENTATION', and 'IMPLEMENTATION REQUESTS'. Below this is an 'IMPORTANT MESSAGE' section. The dashboard is divided into three cards: 'OVERVIEW OF FLEX PLAN' (1 Not Initiated), 'SUBMITTED FLEX PLAN' (0 Number of Plans Initiated), and 'IMPLEMENTATION REQUESTS' (0 Under Review). An orange arrow points from the 'IMPLEMENTATION REQUESTS' card to the table below. The table has columns: View, Status, Initiated On, CRN, Subject, Course, Section, Campus, Lecture, Accommodation Requested, Request Date, and Approved Date. It shows two records: one 'Not Initiated' and one 'Completed'.

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested	Request Date	Approved Date
View	Not Initiated		30181	ACCT	522	A01	ONA		• Disability Related Absences • Extended Due Dates - Assignments	07/05/2025	
View	Completed	07/17/2025	30430	ACCT	551	A01	ONA		• Disability Related Absences • Extended Due Dates - Assignments	07/05/2025	07/17/2025

4) Individual course Flex Plan information is available at the bottom of the page.

This screenshot is identical to the one above, showing the 'FLEX PLAN' dashboard. An orange arrow points from the 'SUBMITTED FLEX PLAN' card to the table of individual course Flex Plan information at the bottom of the page. The table contains the same data as in the first screenshot.

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested	Request Date	Approved Date
View	Not Initiated		30181	ACCT	522	A01	ONA		• Disability Related Absences • Extended Due Dates - Assignments	07/05/2025	
View	Completed	07/17/2025	30430	ACCT	551	A01	ONA		• Disability Related Absences • Extended Due Dates - Assignments	07/05/2025	07/17/2025

- 5) To submit an implementation request, select the “Add Implementation” at the top of the page.

The screenshot shows the 'FLEX PLAN' dashboard. At the top right, there are three buttons: 'OVERVIEW', 'ADD IMPLEMENTATION' (highlighted with an orange box and an orange arrow pointing to it), and 'IMPLEMENTATION REQUESTS'. Below these is an 'IMPORTANT MESSAGE' section. The main content area is divided into three columns: 'OVERVIEW OF FLEX PLAN' (1 Not Initiated, 2 Total Requests), 'SUBMITTED FLEX PLAN' (0 Number of Plans Initiated, 1 Total Completed Request), and 'IMPLEMENTATION REQUESTS' (0 Under Review, 0 Total Implementation Request). Below these columns is a table with 2 records. The first record is 'Not Initiated' and the second is 'Completed'. The table has columns for View, Status, Initiated On, CRN, Subject, Course, Section, Campus, Lecture, Accommodation Requested, Request Date, and Approved Date.

- 6) On the “Add Implementation” page, student will be able to select the course from a drop down list, the date related to the request, and which accommodation is being implemented for that date. There is also a note section to add additional information. Once completed, select the “Implementation Implementation” button at the bottom.



The screenshot shows the 'FLEX PLAN' dashboard with the 'ADD IMPLEMENTATION' button highlighted with an orange box. Below the 'IMPORTANT MESSAGE' section, there is a 'Note: Required fields are marked with an asterisk (*)'. The 'IMPLEMENTATION DETAIL' section is highlighted with an orange box and an orange arrow pointing to it. It contains the following fields:

- Select Class *: Select One (dropdown menu)
- Implementation Date *: Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). mm/dd/yyyy (text input)
- Accommodations *: Hint: You are required to make a minimum of 1 selections. (checkboxes for Disability Related Absences, Extended Due Dates - Assignments)
- Note *: (text input)

- 7) Notice is then sent to faculty to review. Faculty may have additional questions or need to discuss the request specifics in relation to course requirements. Some implementations may not be possible if they are in

conflict with course accreditation or educational requirements. In these cases, faculty will need to have additional conversation with student.

Additional Notes

- Faculty complete the Flex Plans and they apply to all students with the same accommodations in the course.
- Flex Plans automatically complete to default answers 10 days after the first day of class OR 10 days after the first student requests accommodations (whichever is later).
- Students should still meet with instructors to review individual accommodations, course requirements, and requests beyond what is outlined in the Flex Plan.