

SASS

## Faculty 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 completed once per course/section and are shared to all students with related accommodations.

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 students about accommodation implementation. Rather, these are a way to clarify initial options before an in-depth discussion occurs for individual circumstances.

Suggestions for answering questions are at the end of this document.



## How to complete a Flex Plan?

- 1) Faculty will need to log in to the online portal at <https://whitney.accessiblelearning.com/EWU/instructor> 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

Home About Us ▾ Programs & Services ▾ Accommodation Registration ▾ MyDSS Students ▾ Faculty ▾

**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

**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

**CONTACT US**



**SASS Office** (Formerly DSS and Student Care Team)  
[sass@ewu.edu](mailto: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**

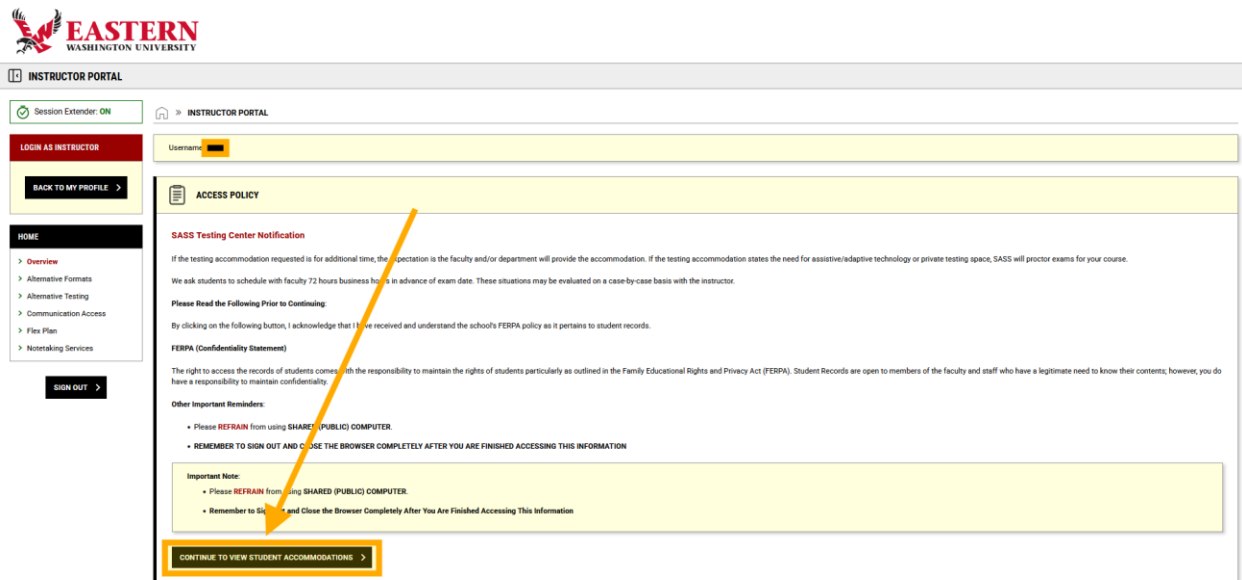
**FACULTY ACCOMMODATIONS PORTAL**

**MyDSS Faculty Portal**

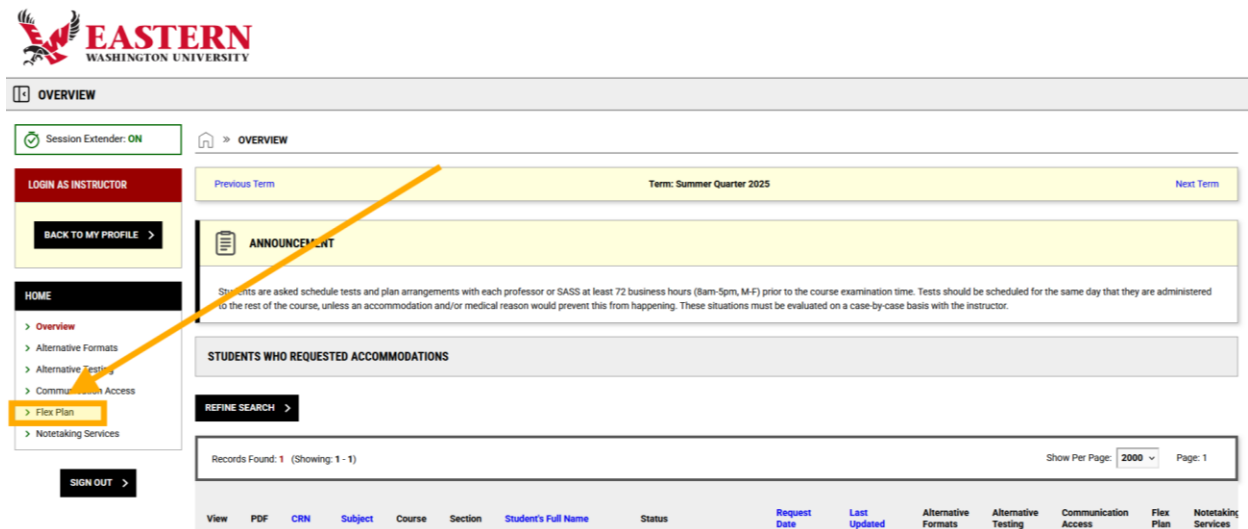
- 2) The initial page after logging in will share announcements or reminders. After reviewing, faculty can move to the Overview page by selecting the



“continue to view student accommodations” button at the bottom of the page.



3) On the Overview page, a link for Flex Plans should be shown to the left in the “Home” box.



4) On the Flex Plan page, there will be an option for each course section the instructor is teaching. Select the “View” link to the left of the section you



want to complete a Flex Plan for.



**FLEX PLAN**

Session Extender: ON

**OVERVIEW** IMPLEMENTATION REQUESTS

**IMPORTANT MESSAGE**

Welcome to Flex Plan. This feature will assist in outlining parameters of accommodations with varied application by course. This is meant to accompany the dialogue between students and instructors, but standardizes parameters for all students with this accommodation in your course.

If not completed by 10th day of classes (or 10 days following notification later in term), default options will be implemented for each accommodation. Individual additional time considerations may be made for individual situations.

Previous Term **Term: Summer Quarter 2025** Next Term

**OVERVIEW OF FLEX PLAN** **SUBMITTED FLEX PLAN** **IMPLEMENTATION REQUESTS**

0 Number of Plans Not Initiated Total Request: 1

0 Number of Plans Initiated Total Completed Request: 1

0 Waiting For Instructor Response Total Implementation Request: 0

**Records Found: 1 (Showing 1 - 1)** Show Per Page: 2000 Page: 1

<input type="checkbox"/> View	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
<input type="checkbox"/> View	Completed	1								By Instructor	07/03/2025	0 - Total: 1

- a. If no courses are loading, the system may be showing an incorrect academic term. At the top of the page, the term will be listed in a light yellow box



**FLEX PLAN**

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Previous Term **Term: Fall Semester 2025** Next Term

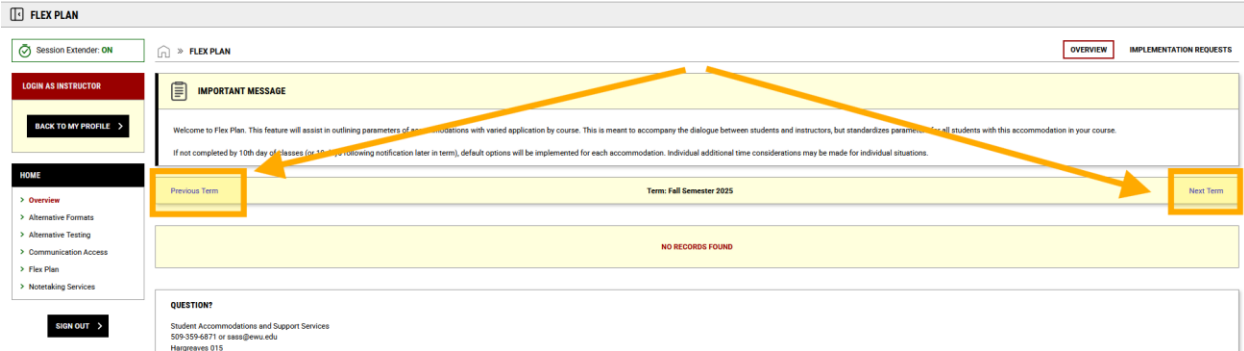
**NO RECORDS FOUND**

**QUESTION?**

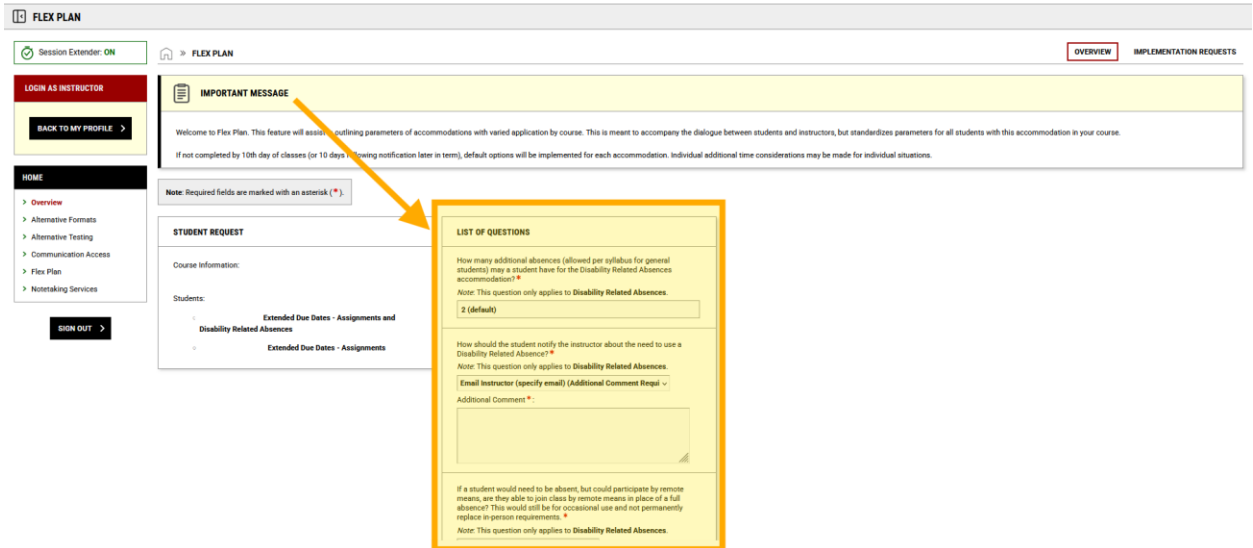
Student Accommodations and Support Services  
509-359-6871 or sasa@ewu.edu  
Hargreaves 015

- b. You can change the term by clicking the “Previous Term” or “Next Term” options to the left and right of the term.



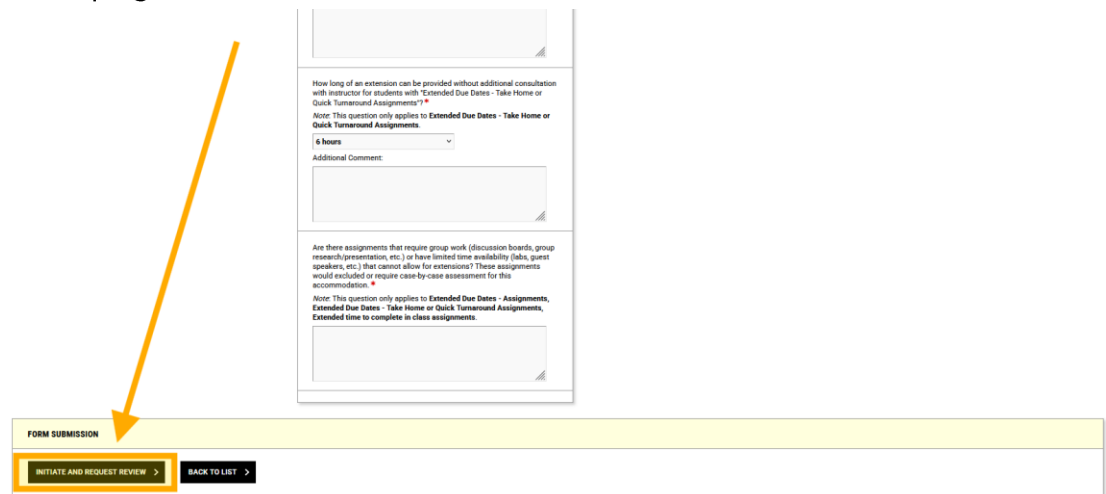


- 5) The individual course page will have a list of questions for each of the flexible time accommodations. There will be a combination of drop down options and free response text boxes.





6) Once completed, select the “Initiate and Request Review” button at the bottom of the page.



The screenshot shows a form titled "FORM SUBMISSION" with a yellow background. The form contains several sections with text and input fields. An orange arrow points from the top left towards the "INITIATE AND REQUEST REVIEW" button at the bottom left of the form. The button is highlighted with a yellow border. To its right is a "BACK TO LIST" button. The form sections include:

- A header section with a title and a description.
- A section titled "How long of an extension can be provided without additional consultation with instructor for students with 'Extended Due Dates - Take Home or Quick Turnaround Assignments'?" with a dropdown menu set to "6 hours".
- An "Additional Comment" section with a text area.
- A section titled "Are there assignments that require group work (discussion boards, group research/presentation, etc.) or have limited time availability (labs, guest speakers, etc.) that cannot allow for extensions? These assignments would be excluded or require case-by-case assessment for this accommodation."
- A note at the bottom: "Note: This question only applies to Extended Due Dates - Assignments, Extended Due Dates - Take Home or Quick Turnaround Assignments, Extended time to complete in-class assignments."

7) SASS staff will be notified of the completion and review for clarity before releasing Flex Plan details to student(s).

### Additional Notes

- Flex Plans are generalized to all students with related accommodation in your course. Do not use student names in the flex plans.
- Flex Plans can be completed until 10<sup>th</sup> day of the term. At this point, they will automatically complete with default answers.
- Please try to match terms (assignment titles, “exam” vs “final”) between your course and what you list in the flex plan.
- Students should still meet with instructors to review individual accommodation plans, course requirements, and requests beyond what is outlined in the Flex Plan.

### Suggestions for Answering Flex Plan Questions

- For each amount of time, consider what you would be able to offer to any student requesting this consideration without accommodations. This is usually an appropriate number/amount of time as the answer to the flex plan.
- For questions about methods of contacting the professor, an example response in the additional comment box can be:
  - In order to consider timelines beyond this, please contact me as soon as possible by phone at XXX-XXX-XXXX, by email at



[xxxxxx@ewu.edu](mailto:xxxxxx@ewu.edu), or message me through the Canvas messaging system.

- Whenever possible, please include the full contact and not just phone extensions or first portion of emails.
- Additional Comment boxes can be used for specific reminders, such as “please include that this is an accommodation-based request” in outreach to faculty.
- For courses with assignments that build on each other or that require a sequenced completion, an example of asking the student to contact faculty can be “Any assignment due date extension needs to be discussed with me (professor) so that a plan can be discussed regarding related subsequent assignments”.