



AUGUSTA UNIVERSITY

Testing & Disability Services

Students must meet with faculty within one (1) week of receiving accommodation notifications to discuss the implementation of the Flexibility Agreement Plan. You **MUST** meet with each of your instructors to review and complete the Flexibility Agreement Plan before flexibility can be implemented. **Accommodations are never retroactive.** Flex Plans must be accepted on AIM each semester. Please follow the steps below to accept the flex plan.

Step 1: Access AIM by using this link: [TDS AIM Portal](#)

Step 2: Select “Flex Plan” from the far left menu, in the Accommodations box.

The screenshot displays the TDS AIM Portal interface. On the left, a sidebar menu titled "ACCOMMODATIONS" lists several options: "List Requests", "Submit Additional Documentation for Review", "Course Syllabus", "Alternative Testing", "Alternative Formats", and "Flex Plan". The "Flex Plan" option is highlighted with a red rectangular box. Below the menu is a section titled "IMPORTANT DATES" with a calendar icon, listing dates and events: January 20 (Martin Luther King Jr. Day, observance: no classes/administrative offices closed, closed all day), March 04 (last day to receive a W without academic penalty), and March 06 (spring pause: no classes/administrative offices open). The main content area on the right is titled "Accommodation Requests SPRING 2025" and shows a large number "1" representing the "Number of Requests", with a link to "View Request Detail". To the right of the number is a button with a plus sign labeled "Add Requests". Below this, a section titled "List of Accommodation Requests:" contains a single entry: "MATH 1011.C1 - MACROECONOMICS OF CHEESE (Course Registration Number: 123456)".

Step 3: Locate the Review Needed box to determine the number of Flex Plans available for review.

FLEX PLAN

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

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

» MY DASHBOARD » FLEX PLAN

IMPORTANT MESSAGE

Instructors are asked to complete a Flex Plan addressing how the accommodation will be comprehensively provided in the course. When available, you can view the plan in the portal.

Previous Term Term: 2024 - Summer Next Term

ACCOMMODATION REQUESTS	REVIEW NEEDED	WAITING FOR REVIEW
3 Number of Requests Total Completed Request: 0	1 Number of Flex Plan Please Review Flex Plan	0 Number of Flex Plan Currently Being Review By Staff or Instructor

Scroll down and select “**View**” next to the Flex Plan you’d like to review.

LIST REQUESTS FOR FLEX PLAN

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

View	Status	Initiated On	Course Registration Number	Subject	Course	Section	Campus	Lecture	Accommodation Requested	Request Date	Completed Date
View	Waiting for Student Response	01/16/2025	123456	MATH	1011	C1	SAV		Flexibility with Attendance	08/16/2024	

QUESTION?

Contact Testing & Disability Services at 706-737-1469 or tds@augusta.edu for guidance and assistance with determining the appropriate implementation of **Flexibility with Absences Agreement Plan**.

Testing and Disability Services
Email: tds@augusta.edu
Phone: 706-737-1469

Step 4: Read through the Flex Plan in detail to understand how the accommodation will be provided.

Example Flex Plan: In this example, the instructor indicated that the Flex Plan is reasonable for their course. The instructor also indicates that there are events outside of the normal class time. The course includes labs, clinicals, and presentations.

REQUEST INFORMATION

Course Information:

MATH 1011.C1 - MACROECONOMICS OF CHEESE (Course Registration Number: 123456)

Accommodation:

Flexibility with Attendance

Form Available On:

Friday, August 16, 2024

Case Manager:

Rebecca Berger

Initiated By:

By Instructor - rebecca berger

Initiated On:

Thursday, January 16, 2025 at 02:30 PM

Status:

Waiting for Student Response

LIST OF QUESTIONS

Will this accommodation fundamentally alter the course requirements or learning objectives? *

- No
 Yes

Is the student required to participate in events which occur outside of scheduled class times or activities? *

- No
 Yes

Does the class include labs, clinicals, activities, events, presentations, group work, etc. in addition to class time? *

- No
 Yes What are the events and dates?

Additional Comment:

Are there any such activities (labs, clinicals, activities, events,

This instructor indicates that there are no activities (such as presentations, group work, and events) that can be made up. The instructor advises the student to arrange a make up quiz, tests, labs, and assignments within 48 hours. The student should follow-up with the instructor about a make-up date, time and location.

Are there any such activities (labs, clinicals, activities, events, presentations, group work, etc.) than cannot be made up for any reason? *

No

Yes, If so please determine those for this agreement.

Additional Comment:

Please create a make up plan should the student miss a assignment. *

48 hours after due date

Please create a make up plan should the student miss a test or exam. *

48 hours to make up exam

Please create a make up plan should the student miss a labs or clinical? *

48 hours to make up lab

Please create a make up plan should the student miss a presentations required for the course? *

No presentations can be missed

The instructor has included that the student can only miss 15% of course without altering the design and learning outcomes of the course.

What percentage of labs, clinicals, activities, events, presentations, group work, etc. can be missed without fundamentally altering the course outcomes? *

15%

Step 5: Once you have reviewed the Flex Plan, select *“I agree to the statement listed.”* Then, select **“Accept Flex Plan.”** If you have concerns and would like to talk with your Disability Services Provider, select **“Update and Request Review.”**

FORM SUBMISSION

Students must meet with faculty within one (1) week of receiving accommodation notifications to discuss the implementation of the **Flexibility with Absences Agreement Plan**. You **MUST** meet with each of your instructors to review and complete the Flexibility with Absences Agreement Plan before flexibility with attendance can be implemented. **Accommodations are never retroactive**

Testing & Disability Services is available as a resource to students and faculty to determine the appropriate implementation of flexibility with attendance. Please contact us at 706-737-1469 or tds@augusta.edu.

I agree to the statement listed.


ACCEPT FLEX PLAN > **UPDATE AND REQUEST REVIEW >** **VIEW HISTORY >** **BACK TO LIST >**

QUESTION?

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Step 6: After you have accepted the Flex Plan, a green check mark will appear that stats "*Success! Your Action has Been Completed*". You will also receive a confirmation email after reviewing and accepting the Flex Plan.

 » MY DASHBOARD » **FLEX PLAN**



SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

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