

## How to Initiate a Flex Plan

The Flex Plan is a feature that helps facilitate two accommodations: Flexibility in Class Attendance Requirements and Assignment Due Dates Extended as Needed. Instructors are responsible for initiating these plans when an eligible student requests one of these accommodations. **Please do not include any confidential information in these agreements.** Log in to the MyDSO Faculty Portal by clicking [here](#) to get started.

1. Enter your RIT username and password to log in to the system.

A screenshot of the RIT login interface. At the top, the "RIT" logo is centered. Below it, the text "Login to Accessible Information Management, LLC" is displayed. There are two input fields: "Username" and "Password". The "Username" field contains a blacked-out character, and the "Password" field contains a series of dots. To the right of the password field is an orange "Login" button. Below the input fields, there are links for "Forgot Username?" and "Forgot Password?", and a "Change Password" link. At the bottom, there is a note: "Need assistance? Please contact the RIT Service Center at 585-475-5000 or visit help.rit.edu".

Image description: a screenshot of the login screen for the Rochester Institute of Technology (RIT). It includes fields for entering a Username and Password, along with a 'Login' button. There are also links for 'Forgot Username?', 'Forgot Password?', and a note to contact the RIT Service Center for assistance.

- 2. Complete the multi-factor authentication using Duo. Visit [rit.edu/its/mfa](http://rit.edu/its/mfa) to set up Duo multi-factor authentication if needed.

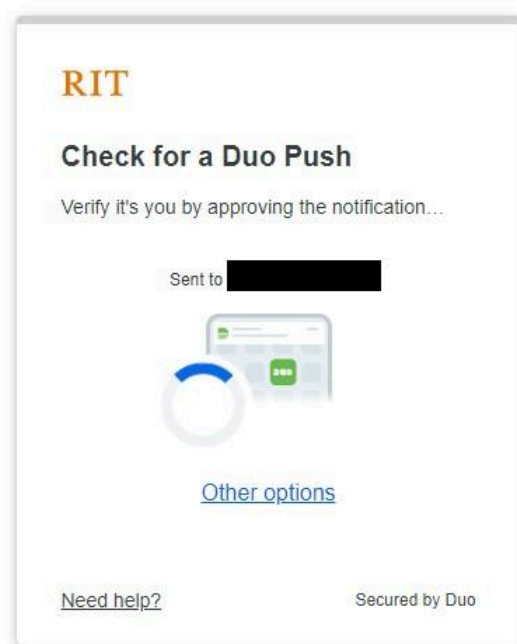


Image description: a screenshot of a two-factor authentication screen. It prompts the user to “Check for a Duo Push” and verify their identity by approving the notification on their smartphone. The screen includes a visual of a smartphone with a green checkmark, options for “Other options,” and a link for “Need help?” at the bottom.

3. Click on the link titled “Flex Plan” on the left hand side of your screen.

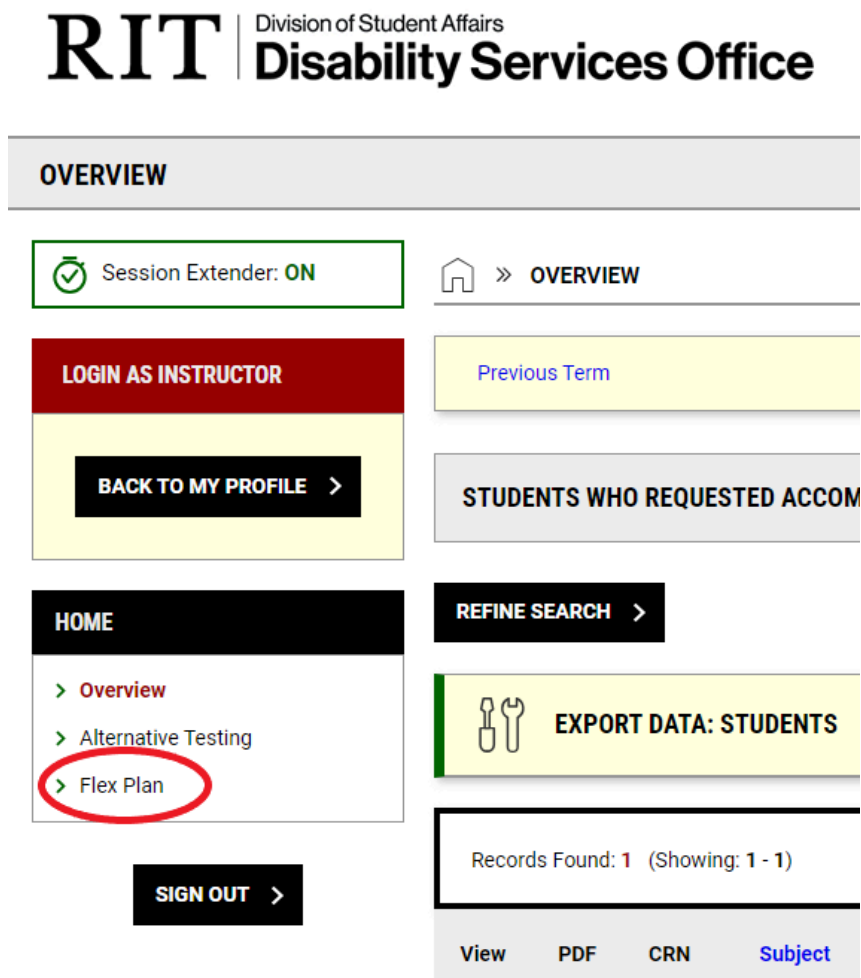



Image description: a screenshot of the MyDSO Faculty Portal. It features various buttons and tabs, such as “Alternative Testing” and “Flex Plan” which is circled in red for emphasis.

- You will be redirected to a page showing requests for Flex Plans from students. Note, you will only be able to see this if a student is eligible for this accommodation AND has sent in a request.

[Home](#) » [FLEX PLAN](#)

 **IMPORTANT MESSAGE**

Instructors are responsible for initiating Flex Plans for their students with eligible accommodations. Once completed, this plan can be applied to all eligible students in the course.

This accommodation was determined to be reasonable and necessary based on the student's documented disability. It is expected that instructors will comply with this accommodation. If you believe this accommodation will pose a fundamental alteration to your course, please contact the DSO office for next steps.

[Previous Term](#)

Term: 2024-2025 - Fall

[Next Term](#)

Records Found: 2 (Showing: 1 - 2)

Show Per Page:  Page: 1

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date	Completed Date
<a href="#">View</a>	Not Initiated							MAIN	Yes (LEC)	Assignment Due Dates Extended - When Needed and Appropriate	08/05/2024	
<a href="#">View</a>	Not Initiated							MAIN	Yes (LEC)	Flexibility in Class Attendance Requirements	08/05/2024	

Image description: a screenshot of the Flex Plan feature. It includes navigation tabs for “Previous Term” and “Next Term,” and displays two records with the status “Not Initiated.” The columns provide details such as ‘Initiated On,’ ‘Subject,’ ‘Course Number,’ ‘Full Name,’ ‘Lecturer,’ ‘Accommodation Type,’ ‘Request Date,’ and ‘Completed Date.’ Some information is redacted for privacy.

- Complete the Questionnaire keeping in mind that any denial of flexibility must be solely based on pedagogical reasons related to the goals of the course. Please include a copy of your syllabus for this course. You will have the option to apply this Flex Plan to all eligible students in your course or all eligible students in all of your courses.

### STUDENT REQUEST

Course Information:  
[Redacted]

Student:  
[Redacted]

Accommodation:  
**Assignment Due Dates Extended - When Needed and Appropriate**

About This Accommodation:

There may be instances when the student needs extended time to complete assignments for disability-related reasons (note that this accommodation does not apply to tests, exams, or quizzes, and is specific to homework). This accommodation is designed to be used intermittently. Students should avoid requesting extended time as a matter of routine on all assignments; this would be outside the scope of this accommodation.

Instructors must complete a Flex Plan agreement for this accommodation. This can be accomplished via the Flex Plan module in MyDSO. Instructions for doing so can be found [here](#). There may be situations where a due date extension poses a pedagogical issue (e.g. for one student's component of a group project). In such cases, faculty may deny an extension request, and this should be documented in the above agreement.

This accommodation, like all accommodations, is not meant to be applied retroactively to assignments with due dates prior to when the accommodation was approved and requested by the student.

Form Available On:  
**Monday, August 05, 2024**

Primary Access Coordinator:  
[Redacted]

Status:  
**Not Initiated**

### LIST OF QUESTIONS

Are there any assignments that are not eligible for extensions? (e.g. final projects, presentations, critiques) If yes, please explain the pedagogical reason for this in the additional comment box below \*

Select One [v]

Additional Comment:  
[Text Area]

Name of assignment or assignment type #1 (e.g. paper 1, all projects, discussion board posts) \*

[Text Area]

Is a flexible due date available for assignment or assignment type #1? If yes, please specify number of additional days and any other comments \*

Select One [v]

Additional Comment:  
[Text Area]

Name of assignment or assignment type #2 (e.g. paper 1, all projects, discussion board posts)

[Text Area]

Is a flexible due date available for assignment or assignment type #2? If yes, please specify number of additional days and any other comments

Select One [v]

Additional Comment:  
[Text Area]

### UPLOAD SYLLABI

File Title:  
[Text Area]

Select File: [📎]

[Choose File] No file chosen

### LIST SYLLABI

No Records Found

### OPTIONS

Available Options:

- Copy to Other Requests in the Same Course: This option will copy responses to other students in the same course with the same accommodation where the status of the Flex Plan is 'Not Initiated'.
- Copy to Other Requests in My Courses: This option will copy responses to other students in any course with the same accommodation where the status of the Flex Plan is 'Not Initiated'.

Action:

Select One [v]

Select One

Copy to Other Requests in the Same Course

Copy to Other Requests in My Courses

Image description: a screenshot of the Flex Plan questionnaire. It includes sections for student requests, a list of questions, and options to upload a syllabus. The most prominent feature is a red oval highlighting the option to select one objective from a list.

- 6. Click the button labeled "INITIATE AND REQUEST REVIEW." This will send a copy of the agreement to the DSO staff who will review it before releasing it to the student for review. DSO staff will reach out to you if there are any questions or concerns.

**FORM SUBMISSION**

I agree to follow this Flex Plan as written. Any changes must be discussed with the student.

I agree to the statement listed.

**INITIATE AND REQUEST REVIEW >** **VIEW HISTORY >** **BACK TO LIST >**

Image description: a screenshot of the form submission interface with three buttons labeled "INITIATE AND REQUEST REVIEW," "VIEW HISTORY," and "BACK TO LIST." "INITIATE AND REQUEST REVIEW" is circled in red for emphasis. Above the buttons, there is a statement that reads, "I agree to follow this Flex Plan as written. Any changes must be discussed with the student," with a checkbox next to it.

- You will see the status of the agreement change. You can check the status at any time.

Home » FLEX PLAN

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Previous Term
Term: 2024-2025 - Fall
Next Term

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Records Found: 2 (Showing: 1 - 2) Show Per Page: 100 Page: 1

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date	Completed Date
<a href="#">View</a>	<b>Waiting for Staff Review</b>	08/06/2024	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	MAIN	Yes (LEC)	Assignment Due Dates Extended - When Needed and Appropriate	08/05/2024	
<a href="#">View</a>	<b>Not Initiated</b>		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	MAIN	Yes (LEC)	Flexibility in Class Attendance Requirements	08/05/2024	

Image description: a screenshot of the Flex Plan feature. It includes navigation tabs for “Previous Term” and “Next Term,” and displays two records; the one labeled with the status “Waiting for Staff Review” is circled in red for emphasis. The other record is labeled “Not Initiated.” The columns provide details such as ‘Initiated On,’ ‘Subject,’ ‘Course Number,’ ‘Full Name,’ ‘Lecturer,’ ‘Accommodation Type,’ ‘Request Date,’ and ‘Completed Date.’ Some information is redacted for privacy.

8. Once the agreement has been reviewed by DSO staff, it will be sent to the student for review. Please note, students do have the option to write comments in the Flex Plan, but cannot make changes without instructor approval. The agreement will continue to go back and forth until there is consensus.

» FLEX PLAN

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View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date	Completed Date
<a href="#">View</a>	Waiting for Student Response	08/06/2024	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	MAIN	Yes (LEC)	Assignment Due Dates Extended - When Needed and Appropriate	08/05/2024	
<a href="#">View</a>	Not Initiated		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	MAIN	Yes (LEC)	Flexibility in Class Attendance Requirements	08/05/2024	

Image description: a screenshot of the Flex Plan feature. It includes navigation tabs for "Previous Term" and "Next Term," and displays two records; the one labeled with the status "Waiting for Student Response" is circled in red for emphasis. The other record is labeled "Not Initiated." The columns provide details such as 'Initiated On,' 'Subject,' 'Course Number,' 'Full Name,' 'Lecturer,' 'Accommodation Type,' 'Support Coordinator,' 'Request Date,' and 'Completed Date.' Some information is redacted for privacy.



- Once the student has accepted the plan, the status will change to “Completed.” Both the instructor and student will be able to view a copy of this at any point in the semester.

» FLEX PLAN

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View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date	Completed Date
<a href="#">View</a>	<b>Completed</b>	08/06/2024	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	MAIN	Yes (LEC)	Assignment Due Dates Extended - When Needed and Appropriate	08/05/2024	08/06/2024
<a href="#">View</a>	<b>Not Initiated</b>		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	MAIN	Yes (LEC)	Flexibility in Class Attendance Requirements	08/05/2024	

Image description: a screenshot of the Flex Plan feature. It includes navigation tabs for “Previous Term” and “Next Term,” and displays two records; the one labeled with the status “Completed” is circled in red for emphasis. The other record is labeled “Not Initiated.” The columns provide details such as ‘Initiated On,’ ‘Subject,’ ‘Course Number,’ ‘Full Name,’ ‘Lecturer,’ ‘Accommodation Type,’ ‘Request Date,’ and ‘Completed Date.’ Some information is redacted for privacy.