Flex Plans in the ASAC Dashboard

A Flex Plan is an agreement between you and each professor about specific approved accommodations. It is important to make an agreement via the Flex Plan process. We highly recommend you meet with your faculty to discuss this plan and work on it together using the agreement as a guide. This process can be completed through your ASAC Dashboard. Follow the steps below to initiate this process with your professors:

− Log in to your ASAC dashboard at https://bona.accessiblelearning.com/American using your AU credentials.

− On your dashboard, find the box on the left labeled "Accommodations" and select the "Flex Plan" hyperlink.

− On the new page, scroll down to the "List Requests For Flex Plan" section and click the "Initiate" hyperlink on the list below. You will have to initiate a separate Flex Plan for each class you will use this accommodation in.

ACCOMMODATION REQUESTS	NOT INITIATED	REVIEW NEEDED	WAITING FOR REVIEW
1	**1**	**0**	**0**
Number of Request	Number of Flex Plan	Number of Flex Plan	Number of Fle
Total Completed Request: 0	Please Initiate Flex Plan	Please Review Flex Plan	Currently Being Review By

LIST REQUESTS FOR FLEX PLAN

Records Found: **1** (Showing: **1 - 1**)   Sho

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation
Initiate	Not Initiated		X001	TEST	321	123		Yes (LEC)	Opportunity to request flexibility with course attendance.

− On this page, answer all questions under "List of Questions" in the Flex Plan form. Remember that these are your proposed suggestions and the professor will review them but they are not guaranteed.

REQUEST INFORMATION

Course Information:

TEST 321.123 - TEST CLASS 1 (CRN: X001)

Accommodation:

Opportunity to request flexibility with course attendance.

Form Available On:

Wednesday, July 17, 2024

Primary Disability Access Advisor:

Haley Turczynski

Status:

Not Initiated

LIST OF QUESTIONS

Please note that the student and professor can seek individual support from the student's Disability Access Advisor in discussing these parameters.

☐ Ok

When/how will you notify the professor that you will be absent? (i.e., I will notify the professor by email in advance of the need for a disability-related absence, as soon as possible, and at least _____). *

How will this look for attendance during different types of in-class assignments?

o In-class presentations
o Group project
o Paper
o Discussion posts *

- Next, scroll down to the "Form Submission" section. After reading the statement, click the box next to "I agree to the statement listed" and then click "Initiate and Request Review" to submit your flex plan request.

- Once you click submit, the agreement is sent to your professor. Your professor can either agree to or alter the form. If the professor chooses to make a change, the form will be returned to you for review.

- You can see the status of each Flex Plan by following steps 1 and 2 to navigate to the Flex Plan page.

- The "Accommodation Requests" box shows how many Flex Plan Requests you have submitted as well as the total number of requests that have been completed by both you and your professor.

- The "Review Needed" box shows how many Flex Plan Requests have been altered by your professor and sent back for you to review. To review these requests, click the "Please Review Flex Plan" hyperlink.
- The "Waiting For Review" box shows how many Flex Plan Requests are currently being reviewed by your professor.

For additional information or clarification, please contact the ASAC front desk at (202) 885-3360 during operating hours or email asac@american.edu. Alternatively, you may contact your assigned ASAC staff member.