



Flex Plan Instructor Questionnaire

Default Flex Plan responses are marked and highlighted in yellow.

Note: Answers marked as “Default” are used for the default Flex Plan. The policies of the default Flex Plan are in place before the instructor completes the Instructor Questionnaire for the course. If the Instructor Questionnaire is not completed within 5 business days of the Faculty Notification Letter being sent, the default Flex Plan is implemented as the official Flex Plan.

Please do not include student names in responses. Complete a separate Flex Plan for each course, unless course assignment, assessments, and grading policies are completely identical.

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1. How many penalty-free, disability-related **absences** may a student have in the course? This number is in addition to any absences offered by policy in the syllabus.
 - ☐ N/A; course attendance is not monitored, there is no attendance policy, or the course is online
 - ☐ 1 disability-related absence
 - ☒ 2 disability-related absences **(Default)**
 - ☐ 3 disability-related absences
 - ☐ 4 disability-related absences
 - ☐ This course cannot offer more penalty-free absences than permitted in the syllabus, as explained in Additional Comment below
 - ☐ This course has both lab and lecture components, with different numbers of absences permitted, as explained below
 - ☐ Other, explained in Additional Comment below
2. What is the procedure for making up **in-person attendance/participation points** missed due to a disability flare?
 - ☐ N/A; there are no attendance/participation points in this course, or the course is online
 - ☒ Students will be given an alternate opportunity to make up missed points OR instructor may choose to drop points **(Default)**
 - ☐ Students will be given an alternate opportunity to make up missed points (e.g. written contribution, reading summary, etc.), explained in Additional Comment below
 - ☐ Attendance/participation points for the day of the absence will be dropped

☐ Attendance/participation points may not be made up due to the design of the course, as explained in Additional Comment below

☐ Other, explained in Additional Comment below

3. What is the procedure for making up **graded in-class activities** missed due to a disability flare?

☐ N/A; in-class activities are not graded, or the course is online

☒ Students will be given an alternate opportunity to make up missed activity OR instructor may choose to drop points **(Default)**

☐ Students will be given an alternate assignment as make-up work (e.g. written contribution, reading summary, etc.), as explained in Additional Comment below

☐ In-class activities may not be made up due to the design of the course, as explained in Additional Comment below

☐ Other, as explained in Additional Comment below

4. What is the procedure for making up a **lab or other hands-on course session** missed due to a disability flare?

☐ N/A; this course is not a lab/hands-on course, or the class is online

☐ N/A; this course itself is not a lab/hands-on, but it has a required lab section; see separate Flex Plan for the lab section

☐ All labs are online; an extension is available, as explained in Additional Comment below

☒ Student may request lab data from instructor and complete the lab report with the data for up to 2 labs **(Default 1 of 2)**

☒ Student may submit pre-lab work for up to 2 labs **(Default 2 of 2)**

☐ Student may attend another section of lab, as explained in Additional Comment below

☐ This course allows makeup lab session(s) for all students (see syllabus) and cannot accommodate any further flexibility, as explained in Additional Comment below

☐ This course cannot offer any makeup work to replace missed lab/class sessions, as explained in Additional Comment below

☐ Other, explained in Additional Comment below

5. What penalty-free extension is available for **discussion board posts and responses**, if a student experiences a disability flare?

☐ N/A; discussion boards are not used in this course

- ☐ 1 extension of 24 hours
- ☒ 2 extensions of 24 hours (Default)
- ☐ 3 extensions of 24 hours
- ☐ 1 extensions of 48 hours
- ☐ 2 extensions of 48 hours
- ☐ 3 extensions of 48 hours
- ☐ An alternative assignment is available, explained in Additional Comment below
- ☐ No extension or alternative assignment is available, as explained in Additional Comment below
- ☐ No extension is available, due to requirement for classmates to respond to posts within same week
- ☐ Other, explained in Additional Comment below

6. What penalty-free extension is available for a **quiz**, if a student experiences a disability flare?

- ☐ N/A; this course does not have quizzes
- ☒ Within 2 business days for on-campus quizzes (Default)
- ☒ Within 48 hours for at-home quizzes (Default)
- ☐ Within 3 business days for on-campus quizzes
- ☐ Within 72 hours for at-home quizzes
- ☐ Other, explained in Additional Comment below

7. What penalty-free extension is available for an **exam**, if a student experiences a disability flare?

- ☐ N/A; this course does not have exams
- ☒ Within 2 business days for on-campus exams (Default)
- ☒ Within 48 hours for at-home exams (Default)
- ☐ Other, explained in Additional Comment below

8. What penalty-free extensions for **assignments** are available, if a student experiences a disability flare?
This applies to assignments not described in other questions.

- ☐ N/A; there are no assignments in this course

- ☒ Extension of 48 hours for any assignment, except groupwork and final assignment of the course
(Default)
- ☐ Extension of 72 hours for any assignment, except groupwork and final assignment of the course
- ☐ 3 extensions of 48 hours
- ☐ 3 extensions of 72 hours
- ☐ Any assignment may be submitted after the deadline for full credit, until the Sunday before Finals Week, except groupwork and the final assignment of the course
- ☐ This course offers multiple penalty-free late assignment passes to all students and cannot offer further flexibility, as explained in Additional Comment below
- ☐ Other, explained in Additional Comment below

9. List any assignments/assessments not addressed in previous questions (such as field trips, performances, group projects, etc.) and indicate whether, how, and within what timeframe a student may make them up, if missed due to a flare of their disability. If all course assignments/assessments are covered by the previous questions, put "N/A."

N/A (Default)

Last update: 3/23/26