



How to Complete a Course Flexibility Plan (CFP)

CFP Timeline and Expectations

CFPs should typically be completed by instructors prior to the last day for students to drop a course without a grade, when the request is made in advance. For requests submitted after this date, instructors are expected to complete the CFP within two weeks of the request. If a CFP is not completed within the expected timeframe, the Default CFP will be initiated, and the DRC will finalize the plan on the instructor's behalf.

If the Default CFP does not align with the nature of the course, instructors are expected to engage with the DRC to determine an alternative approach. Without this collaboration, instructors are responsible for implementing the Default CFP as written.

Students retain the right to request additional flexibility beyond the established plan. Should this occur, the DRC will contact the instructor to explore a more individualized plan, if appropriate and reasonable.

Initiate and Complete a CFP

Instructors must be the first to propose a CFP for students in their course. After a student has requested a Flexibility with Attendance and/or Flexibility with Due Dates accommodation, you will be prompted to complete a CFP for your course in the DRC Instructor Portal.

Any CFP you complete will apply to all students in the course with a flexible attendance and/or due dates accommodation – do not include student names. Please follow the steps below to initiate and complete a CFP.



1. Log into the [DRC Instructor Portal](#).
2. Review the Access Policy and select **Continue to View Student Accommodations**.

INSTRUCTOR PORTAL

HOME » INSTRUCTOR PORTAL

Username: bmggregg

ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA) faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information

CONTINUE TO VIEW STUDENT ACCOMMODATIONS

3. From the left-hand side **Home** menu, select **Course Flexibility Plan (CFP)**.

OVERVIEW

HOME » OVERVIEW

Previous Term Term: 2024 - Summer Next Term

STUDENTS WHO REQUESTED ACCOMMODATIONS

EXPORT DATA: STUDENTS

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4. Course and student information appear in the left column. Please consider uploading your syllabus.

The image shows two web forms. The top form, titled 'STUDENT REQUEST', contains a section for 'Course Information' with the text 'AIM 201.001 - HOW TO USE AIM (CRN: 98765)' and a 'Students' section with a bullet point 'Daisy Duck (Flexible Attendance and Deadlines)'. The bottom form, titled 'UPLOAD SYLLABI', contains a 'File Title' input field and a 'Select File' section with a 'Choose File' button and the text 'No file chosen'. A large blue arrow points from the right towards the 'Course Information' section of the top form.

STUDENT REQUEST

Course Information:
AIM 201.001 - HOW TO USE AIM (CRN: 98765)

Students:

- Daisy Duck (Flexible Attendance and Deadlines)

UPLOAD SYLLABI

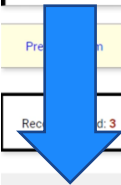
File Title:

Select File: ⓘ

No file chosen

5. In the **Select Courses** section, any course with a CFP that still needs to be completed will display a status of **Not Initiated**. To complete a plan for an individual course, select **View**. To complete plans for multiple courses at once, choose **Specify CFP for Multiple Courses**.

Please note: As this is a new process, you must first complete a CFP for one course. Once the status displays as **Completed**, you will have the option to copy that plan to other courses or sections as needed.



Term: Fall 2024														Next Term
Records: 3 (Showing: 1 - 3)														Show Per Page: 100 Page: 1
<input type="checkbox"/>	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
<input type="checkbox"/>	View	Not Initiated	1	98765	AIM	201	001	MA		07/29/2024				
<input type="checkbox"/>	View	Not Initiated	1	56789	LAB	301	001	MA		07/29/2024				
<input type="checkbox"/>	View	Not Initiated	1	12345	ODS	101	003	MA		07/29/2024				

6. Instructors may choose to adopt the **Default CFP** for both attendance and due date flexibility or develop a **customized plan** that reflects the structure and expectations of their specific course(s). Please refer to the Flexibility Rubric, located on the DRC website under Faculty Resources.

To complete the CFP, review each question in the module carefully and select the most appropriate response. Your selections will form the official **CFP** for your course(s).

Please note: The image below offers a snapshot of the CFP questionnaire and is not a comprehensive list of all questions.



Default Attendance Flex Plan: The Default Attendance Flex Plan is based on best practices and offers a flexible framework suitable for most courses. However, instructors have the discretion to determine the level of flexibility based on their course's structure and requirements.

Flexibility with Attendance Default Plan:

- **Attendance/Absences:** The student is permitted four additional excused absences beyond what is allowed under the course attendance policy.
- **Attendance Points:** Student will not be penalized for missed attendance points.
- **Classroom Participation/Discussion:** If participation is graded, the student will be provided an alternative opportunity to earn participation points (e.g., written contribution, discussion board post, reading summaries, etc.).
- **Missed Exams or Quizzes:** The student will be given the opportunity to make up any missed quiz or exam within one week of the original date.

Please indicate below whether you choose to opt into the Default Attendance Flex Plan. *

Note: This question only applies to **Participation- Flexibility with Attendance**.

- ☒ Yes-- I wish to opt into the Default Attendance Flex Plan.
- ☐ No-- I do **not** wish to opt into the Default Attendance Flex Plan. Please complete the questions below to outline the course-specific Flex Attendance Plan.

7. To complete the CFP, please review the questions provided in the module and select the most appropriate response for each question. Your responses will form the basis of the flexibility plan for your course(s).

Please note: there may be situations where a student needs additional flexibility or an exception beyond what is outlined in the agreed-upon plan. These situations must be addressed on a case-by-case basis in consultation with the student's DRC consultant.



8. Instructors have the ability to copy a CFP to other courses. Since this is a new process, you must first establish a plan for an individual course. Once an initial plan is complete, you can copy that plan to other courses or sections. Select the box next to the course(s) you want to copy a plan to.

STEP 1: SELECT COURSES (FOR BULK SPECIFY OR COPY FROM PREVIOUSLY COMPLETED)

Records Found: 6 (Showing: 1 - 6) Show Per Page: 100 Page: 1

<input type="checkbox"/>	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
<input type="checkbox"/>	View	Completed	3	18408	ACCT	33063	600	KC	2	07/08/2024	05/02/2025	By Instructor	05/02/2025	
<input type="checkbox"/>	View	Completed	4	10385	ACCT	43010	001	KC	4	02/03/2024	04/18/2025	By Staff	04/18/2025	
<input type="checkbox"/>	View	Not Initiated	1	10411	ACCT	43014	001	AC		07/11/2024	04/21/2025	By Instructor	04/21/2025	
<input checked="" type="checkbox"/>	View		1	10441	ACCT	43031	001	AC	2	04/15/2023	04/21/2025	By Instructor	04/21/2025	
<input checked="" type="checkbox"/>	View		1	20488	ACCT	43034	001	KC		07/27/2024	04/21/2025	By Instructor	04/21/2025	
<input type="checkbox"/>	View	Completed	6	13164	ACCT	43034	002	KC	1	04/15/2024	04/20/2025	By Staff	04/20/2025	

STEP 2: SELECT AVAILABLE OPTIONS

Select from the list of courses above to specify Flex Plans in bulk.

Options:

Hint: If you would like to copy a **previously completed** Flex Plans, please select the course below. The list includes the last 10 completed Flex Plans within the last 2 terms.

Start A New Plan

SPECIFY FLEX PLANS FOR MULTIPLE COURSES >

9. In the **Select Available Options** section, choose the CFP you want to copy in the drop-down menu. The system will display the most recent plans from the last two semesters.



STEP 1: SELECT COURSES (FOR BULK SPECIFY OR COPY FROM PREVIOUSLY COMPLETED)

Records Found: 6 (Showing: 1 - 6)

Show Per Page: 100 Page: 1

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<input checked="" type="checkbox"/>	View	Not Initiated	1	10441	ACCT	43031	001	AC	2	04/15/2023	04/21/2025	By Instructor	04/21/2025	
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✓ Start A New Plan

Copy Responses From Fall 2010 - ACCT 33063.600 - COST CNTRL/ANALYSIS FOR MGMT (CRN: 18408)

Copy Responses From Fall 2010 - ACCT 43034.002 - NONPROFIT ACCT AND AUDTNG (CRN: 13164)

Copy Responses From Fall 2010 - ACCT 43010.001 - PRNCPLS OF AUDIT AND CNTRL (CRN: 10385)

10. Select the course plan you want to copy and select **Specify CFP for Multiple Courses**. The selected plan will open for you to review.

STEP 1: SELECT COURSES (FOR BULK SPECIFY OR COPY FROM PREVIOUSLY COMPLETED)

Records Found: 6 (Showing: 1 - 6)

Show Per Page: 100 Page: 1

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<input type="checkbox"/>	View	Completed	4	10385	ACCT	43010	001	KC	4	02/03/2024	04/18/2025	By Staff	04/18/2025	
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<input checked="" type="checkbox"/>	View	Not Initiated	1	10441	ACCT	43031	001	AC	2	04/15/2023	04/21/2025	By Instructor	04/21/2025	
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Copy Responses From Fall 2010 - ACCT 33063.600 - COST CNTRL/ANALYSIS FOR MGMT (CRN: 18408) ▼

SPECIFY CFP FOR MULTIPLE COURSES >



11. Once you have completed the plan, select **Initiate and Request Review**. The plan will be reviewed by DRC consultants and shared with the student.

FORM SUBMISSION

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

12. A green check mark at the top of the page indicates the CFP was successfully submitted. The status will then indicate **Waiting for Staff Review**. The DRC will review the plan and provide feedback if necessary.

Previous Term Term: Fall 2024 Next Term

Records Found: 3 (Showing 1 - 3) Show Per Page: 100 Page: 1

<input type="checkbox"/>	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
<input type="checkbox"/>	View	Waiting for Staff Review						MA		07/29/2024	08/16/2024	By Instructor		
<input type="checkbox"/>	View	Not Initiated						MA		07/29/2024				
<input type="checkbox"/>	View	Not Initiated	1	12345	ODS	101	003	MA		07/29/2024				

13. Once the DRC has reviewed the CFP and determined no changes are needed, the finalized plan will be released to the student's online portal. You will receive a confirmation email notifying you that the plan is complete. At that time, you may log into your instructor portal and view the finalized plan under the CFP module. The status of the plan will be updated to **Completed**.

Any questions or concerns regarding the implementation of either of these accommodations should be directed to the Disability Resource Center (DRC) at 859-257-2754 or email us at drc@uky.edu.