

Student Guide: How to Submit a Flex Plan Request

1

Navigate to the SDS Connect Dashboard
<https://loa.accessiblelearning.com/SDSU>

MY DASHBOARD

> Overview

> Announcements

> Equipment

> Login and Security

> My Appointments

> My Documents

> My Files

> My Eligibility

> My E-Form Agreements

> My Mailbox (Sent Emails)

ACCOMMODATIONS

> List Requests

> Submit Additional Documentation for Review

> Alternative Testing

> Flex Plan

> Notetaking Services

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IMPORTANT DATES

August 05
TAC Office Closed
Planned All Day

SDS GENERAL APPOINTMENTS

If you need to book a general appointment with your SDS Counselor, please contact our front desk at sds@sdsu.edu or 619-594-6473. General appointments are typically 30 minutes in duration, and can be conducted in-person, via Zoom or phone call.

Important Note: Select to dismiss announcements from the dashboard. To view previously dismissed announcements, select the Announcements menu under **My Dashboard**.

Accommodation Requests
SUMMER 2025

2

Number of Requests

View Request Detail

+

Add Requests

List of Accommodation Requests:

- TST 105.01 - TEST COURSE 4 (CRN: 00004)
- TST 106.01 - TEST COURSE 5 (CRN: 00005)

COUNSELOR

Name
Lynn Gagne

Phone
(619) 594-8480

Email
[Send Email](#)

YOUR TO DO LIST

Welcome to SDS Connect!

No Outstanding Items

Last Updated on: 08/05/2025 at 03:58 PM

2 Click "Flex Plan"

if you need to book a general appointment with your SDS Counselor, please contact our front desk at sdsc@sdsc.edu or 619-594-6473. General appointments are typically 15 minutes in duration, and can be conducted in-person, via Zoom or phone call.

Important Note: Select to dismiss announcements from the dashboard. To view previously dismissed announcements, select the Announcements menu under My

Overview

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August 05
TAC Office Closed
Closed All Day.
Category: Alternative Testing.

August 13
PD Office Closed

Accommodation Requests
SUMMER 2025

2
Number of Requests
View Request Detail

+
Add Requests

List of Accommodation Requests:

- TST 105.01 - TEST COURSE 4 (CRN: 00004)
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COUNSELOR

Name
Lynn Gagne

Phone
(619) 594-8480

Email
Send Email

YOUR TO DO LIST

Welcome to SDS Connect!

No Outstanding Items

Last Updated on: 08/05/2025 at 03:58 PM

QUESTION?

Student Disability Services

3 Select the course for which you would like to initiate a Flex Plan. *Please note that a separate request must be submitted for each course and each individual Flex Plan.

August 13
PD-Office Closed
Closed All Day.
Category: Alternative Testing,
Appointments.

September 01
Labor Day - Campus Closed
Closed All Day.

November 11
Veterans Day - Campus Closed
Closed All Day.

November 27
Thanksgiving Recess - Campus
Closed
Closed All Day.

VIEW ALL >

SIGN OUT >

Currently Being Review By Staff or Instructor

LIST REQUESTS FOR FLEX PLAN

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

View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested	R	D
Initiate	Not Initiated		00004	TST	105	01	SDSU	Yes (LEC)	Flexible Assignment Due Date Request	0	0
Initiate	Not Initiated		00004	TST	105	01	SDSU	Yes (LEC)	Flexible Attendance Request	0	0
Initiate	Not Initiated		00004	TST	105	01	SDSU	Yes (LEC)	Flexible Classroom Break Request	0	0
Initiate	Not Initiated		00005	TST	106	01		Yes (LEC)	Flexible Assignment Due Date Request	0	0
Initiate	Not Initiated		00005	TST	106	01		Yes (LEC)	Flexible Attendance Request	0	0
Initiate	Not Initiated		00005	TST	106	01		Yes (LEC)	Flexible Classroom Break Request	0	0

4 Once you have identified the course, click "Initiate"

August 13
PD-Office Closed
Closed All Day.
Category: *Alternative Testing, Appointments.*

September 01
Labor Day - Campus Closed
Closed All Day.

November 11
Veterans Day - Campus Closed
Closed All Day.

November 27
Thanksgiving Recess - Campus Closed
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VIEW ALL >

SIGN OUT >

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Initiate	Not Initiated		00004	TST	105	01	SDSU	Yes (LEC)	Flexible Attendance Request
Initiate	Not Initiated		00004	TST	105	01	SDSU	Yes (LEC)	Flexible Classroom E Request
Initiate	Not Initiated		00005	TST	106	01		Yes (LEC)	Flexible Assignment Date Request
Initiate	Not Initiated		00005	TST	106	01		Yes (LEC)	Flexible Attendance Request
Initiate	Not Initiated		00005	TST	106	01		Yes (LEC)	Flexible Classroom E Request

5 Review and complete the questionnaire located under the "List of Questions" section.

MY PROFILE >

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Agreements

x (Sent Emails)

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Additional
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> Testing

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IMPORTANT MESSAGE

Welcome to the Flex Plan module (formerly known as Special Consideration Request).

This module helps you and your instructors discuss if flexibility is appropriate for your course and, when possible, agree on how it can be applied without fundamentally altering the essential requirements of the class. Engaging in this collaborative discussion is an important part of the interactive process supported by Student Disability Services.

If you have questions or need assistance, you may contact your assigned Accommodations Counselor for support.

Note: Required fields are marked with an asterisk (*).

REQUEST INFORMATION

Course Information:
TST 105.01 - TEST COURSE 4 (CRN: 00004)

Accommodation:
Flexible Assignment Due Date Request

About This Accommodation:
The Flex Plan process (formerly referred to as a "Special Consideration Request") facilitates a discussion between students and faculty regarding disability-related needs that may warrant flexibility. While not a formal accommodation, these plans require an interactive process to determine what is reasonable and appropriate based on the course requirements. Students are still expected to meet all course expectations and demonstrate proficiency in learning outcomes.

LIST OF QUESTIONS

Question 1: If flexible due dates are needed, how much additional time are you requesting to complete the assignment?
*

☒ 1 Extra Day

☐ 2 Extra Days

☐ 3 Extra Days

☐ Other- Please Specify (Additional Comment Required)

☐ **Instructor Use Only:** Unable to approve this request as it may impact the essential requirements of the course. (Additional Comment Required)

Additional Comment:

6

After completing the questionnaire and reviewing the agreement statement, check the box labeled "I agree to the statement listed."

consider regarding your request for assignment due date flexibility?

FORM SUBMISSION

I confirm that I have discussed my Flex Plan request with my instructor and understand how flexibility may apply in this course. I recognize that flexibility-related requests are considered on a case-by-case basis through a collaborative process with my instructor and Student Disability Services.

I understand that any flexibility provided through this plan must not fundamentally alter the essential requirements or learning outcomes of the course.

If my needs change or I have questions about the agreement, I will reach out to my instructor and my Accommodations Counselor to revisit the plan as needed.

☐ I agree to the statement listed.

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

QUESTION?

Student Disability Services
619-594-6473
sds@sdsu.edu

7

Click "Initiate and Request Review" to submit your Flex Plan request.

consider regarding your request for assignment due date flexibility?

FORM SUBMISSION

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☒ I agree to the statement listed.

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

QUESTION?

Student Disability Services
619-594-6473
sds@sdsu.edu

8

If your submission is successful, you will see the following confirmation message: "Success! Your Action Has Been Completed."

FLEX PLAN

[LOGIN AS USER](#)[» MY DASHBOARD » FLEX PLAN](#)[BACK TO MY PROFILE >](#)

SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

MY DASHBOARD

- > Overview
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[Previous Term](#)**Term: Summer 2025**[Next Term](#)

ACCOMMODATION REQUESTS

6

NOT INITIATED

5

REVIEW NEEDED

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