Attendance, Exam, and Assignment Adjustment (AEAA)

Effective Summer 2025, SAS changed how AEAA is coordinated with faculty. It will be through the Knights Access portal, not through email.

Please read this document in entirety so that you are aware of the process and all steps that must be followed to ensure that your students' accommodation is managed effectively.

Two AEAA Student Options:

- **AEAA - Student and Faculty Coordinated:** If students want to coordinate the AEAA accommodation on their own with course professors without SAS involvement.

- **AEAA - SAS and Faculty Coordinated:** If students want SAS to work with the professor to create an AEAA plan for a course.

The initial Course Accessibility Letter you receive may have **AEAA - Student and Faculty Coordinated,** which includes details on how students can choose to initiate the AEAA plan directly with their professors. The accommodation description also includes instructions on how the student or the professor can choose to have SAS coordinate the AEAA accommodation.

If the student requests SAS coordinate the AEAA, they will notify SAS through a form. The professor will then receive an updated Course Accessibility Letter with the accommodation **AEAA - SAS and Faculty Coordinated.**

The remainder of this document provides step-by-step instructions regarding the professor's role for each AEAA option.

AEAA - Student and Faculty Coordinated

1. If the student sends you a Course Accessibility Letter and has selected the **AEAA - Student and Faculty Coordinated** option, it is the responsibility of the student to contact you via email or Webcourses (Canvas) to initiate an AEAA Plan.

- Professors are not required to initiate contact with students about this accommodation but may choose to do so.

2. Create an AEAA Plan with the student that reflects your course policies and provides an appropriate level of flexibility for the student.

- You may want to use our **AEAA - Student and Faculty Coordinated** Plan document found on our website here to help guide you through this process.
- SAS recommends that any final plan be confirmed with the student in writing and with specific flexibility details allows, such as how many absences or make-up exams are possible in the event of the medical illness on record with SAS.
- If you have an AEAA plan already created with other students in your course, you can apply the same flexibility with the student requesting the plan now.

3. Because the student selected the option to initiate the plan, the plan should be shared with the student via email.

- The professor and student will not see the AEAA - Student and Faculty Coordinated plans in their Flex Plan Module.
- It is not required that you send the AEAA - Student and Faculty Coordinated plan to SAS for approval.

4. If you have any issues or questions during this process, contact SAS at sas@ucf.edu or call 407-823-2371.

AEAA - SAS and Faculty Coordinated

With the AEAA - Student and Faculty Coordinated accommodation, professors **must** take the following actions after they receive the Course Accessibility Letter with the **AEAA - SAS and Faculty Coordinated** accommodation listed on the letter:

1. Log into the Knights Access Instructor Portal

Figure One: Red rectangle surrounding the "KNIGHTS ACCESS INSTRUCTOR" portal button on the SAS website.

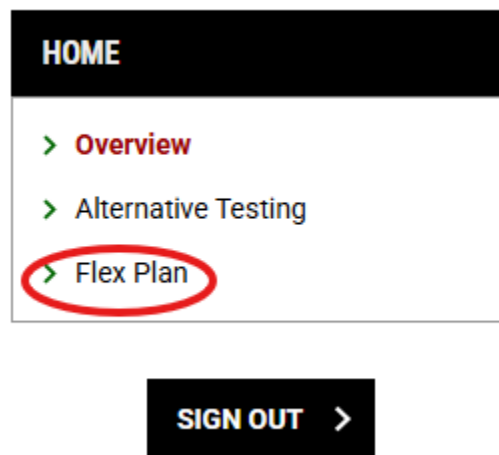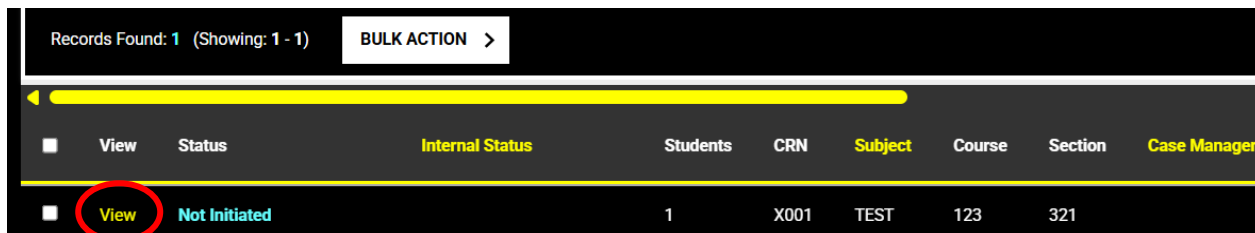2. Click on "Flex Plan" option located on the left-hand menu

Figure Two: Red circle surrounding the "FLEX PLAN" portal button on the left side of the screen.

3. Scroll down and Select the course that you have received notification to create a plan for in the Flex Plan Module and click "View".

- Please note that you will **NOT** see the student's name who requested the **AEAA - SAS and Faculty Coordinated** option on this screen. Look at the Course Accessibility Letter for this information.
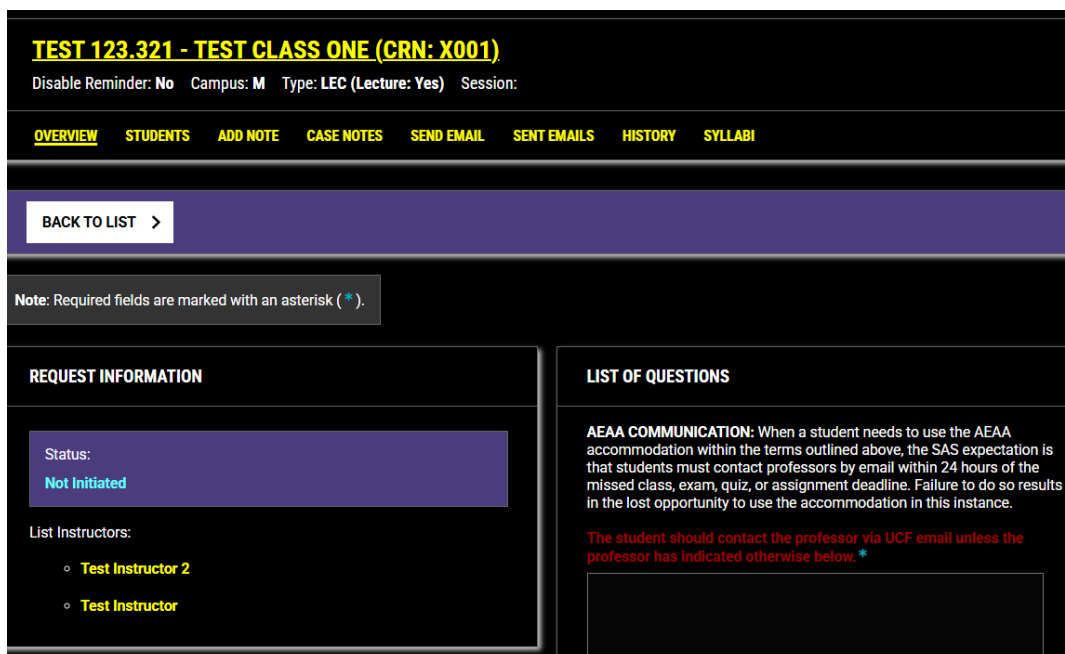

Figure Three: Red circle surrounding the "View" button on the left side of the Flex Plan Module.

4. **Complete the AEAA Questionnaire "List of Questions" within 7 days.**

- You will need to answer the questions in the survey outlining what flexibility is already available in your course for all students and what additional flexibility can be offered for the student with the AEAA accommodation.
- When completing the survey, some boxes are already checked. This is SAS's Default AEAA Plan. You can change the options to fit your course.
- Please note that the student will see any comments you include in the questionnaire once SAS approves the plan.
- **If you do not complete the plan within 7 days**, default responses will be applied.

Figure Four: The AEAA survey page list of questions in the Knight's Access Instructor Portal Flex Plan Module

4. Once you complete the survey, an SAS staff member will review it. If SAS has any questions, we will contact you via email.

5. The professor and student will be notified by email once the plan has been finalized.

[SAS] AEAA Plan Completed for TEST 123.321 - TEST CLASS ONE (CRN: X001)

Student Accessibility Services<sas@mail.ucf.edu>
To: ● Adam Meyer;   ☺ ← Reply ← Reply all → Forward ⊘ 🔳 ⋯
                                                                                                                          Mon 5/5/2025 9:49 AM

ⓘ Retention: UCF Delete after 10 Years (10 years) Expires: Thu 5/3/2035 9:49 AM

An AEAA plan has been completed by all parties for the course/student below. You may log into the Knights Access portal and navigate to the flex plan module at any time to review any finalized plans.

If any flexibility has been approved, students must notify professors of the need to use the finalized AEAA plan within 24 hours of a missed class, exam, or deadline.

Students or professors may contact SAS at sas@ucf.edu or call 407-823-2371 if there are any concerns or questions about this plan.

Course: **TEST 123.321 - TEST CLASS ONE (CRN: X001)**

Flex Plan Content:

1. **AEAA COMMUNICATION:** When a student needs to use the AEAA accommodation within the terms outlined above, the SAS expectation is that students must contact professors by email within 24 hours of the missed class, exam, quiz, or assignment deadline. Failure to do so results in the lost opportunity to use the accommodation in this instance.

   The student should contact the professor via UCF email unless the professor has indicated otherwise below.

   email

Figure Five: Screenshot of the [SAS] AEAA Plan Completed for Course confirmation email.

6. The plan will be stored in the Knights Access Flex Plan Module for reference.

- The student must contact the professor within 24 hours of needing to use the terms of the plan should a medical need arise.

Figure Six: Screenshot of the "Flex Plan Overview" screen in the Knight's Access Instructor Portal

Duplicating Plans

Duplicating AEAA Flex Plans Across Sections and Courses

The completed AEAA Flex Plan will automatically be applied to all future students who request AEAA in this specific course **(same prefix, section, and CRN).** No further action is needed to transfer the plan for student requests taking **the exact same course and section.**

If you would like to use this plan for another course (including the same course but a DIFFERENT section and CRN), follow these steps:

1 . Go to the Flex Plan module in **Knights Access** where you completed the initial plan.

2. Scroll down the Flex Plan Page and select **"View"** on the Completed Flex Plan that you would like to Copy.

OVERVIEW OF FLEX PLAN	SUBMITTED FLEX PLAN
0	**0**
Number of Plans Not Initiated	Number of Plans Initiated
Total Request: 1	Total Completed Request: 1

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

	View	Status		Students	CRN	Subject	Course
☐	View	Completed		1	X001	TEST	123

Figure Seven: Red circle around the "View" button on the left side of the Flex Plan Module Dashboard.

3. Scroll down to find **"Copy Flex Plan",** then click and indicate the new CRN that you would like to copy the plan to.

Figure Eight: Red circle around the "OPTIONS" section and "COPY FLEX PLAN" button of a previously completed Flex Plan.

As a reminder:
- The Attendance, Exam, and Assignment Adjustment (AEAA) accommodation is for students with chronic conditions that may impact attendance or coursework.
- Missed course events (attendance, exams/quizzes, or assignments) that occur before AEAA plans are finalized will be addressed through the course policies and not the AEAA accommodation.
- Students must notify professors of the need to use the finalized AEAA plan within 24 hours of a missed class, exam, or deadline.
- For students who use this accommodation, a doctor's note should NOT be requested.
- AEAA offers reasonable flexibility that varies by course and does not necessarily cover frequent or extended absences, guarantee deadline extensions for all assignments, or apply to all coursework by default.
- AEAA is not for everyday illnesses or absences unrelated to the documented chronic condition on file with SAS.
- Remote attendance, course recordings, and course notes are not provided/included as part of the AEAA accommodation.
- Extended absences (e.g., a week or more) require **direct coordination with the professor**. In these cases, SAS can be involved (optional). Additional planning may be necessary.

More information regarding AEAA is available on the SAS website.

For questions, please contact us at sas@ucf.edu and 407-823-2371.