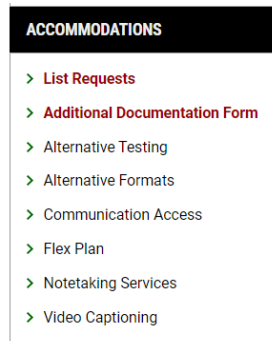


How to Submit a Flex Plan

Log into [STARS](#) and select Flex Plan under the Accommodations menu on the left-hand side of the screen.



Scroll down to List Requests for Flex Plan and select Initiate, by the plan in which you intend to fill out.

LIST REQUESTS FOR FLEX PLAN											
Records Found: 1 (Showing: 1 - 1)								Show Per Page: 100		Page: 1	
View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested	Request Date	Completed Date
Initiate	Not Initiated		12345	TEST	101	001	AKRON		24 Hour Extension	12/20/2024	

Answer the questions according to the conversation you had with your instructor. Once all questions are answered, agree to the submission statement and press initiate and request review.

FORM SUBMISSION

By submitting this form, I acknowledge I have read, or it has been read to me, and I understand the information, terms, and conditions specified above.

☒ I agree to the statement listed.

[INITIATE AND REQUEST REVIEW >](#)[BACK TO LIST >](#)

When your form has been submitted, you can scroll down and see the updated status of your Flex Plan, under List Requests for Flex Plan. If you have multiple flex plans to submit, return to this screen and restart the process.

LIST REQUESTS FOR FLEX PLAN											
Records Found: 1 (Showing: 1 - 1)								Shc			
View	Status	Initiated On	CRN	Subject	Course	Section	Campus	Lecture	Accommodation Requested		
View	Waiting for Instructor Response	01/06/2025	12345	TEST	101	001	AKRON		24 Hour Extension		