

Reminders for Students Obtaining Accommodations

1. **As soon as you have obtained your Authorization for Accommodation (AFA) letters from the OSD, you must share the AFA letter with your professor/department.** Departments have different policies regarding who should receive a copy of the AFA letter first (Professor or Liaison) but, in general, you should share the AFA letter with your professor first unless you are taking a course in one of the following departments: **Biology, CAT or Psychology.** If your class is in one of these departments, you must share your AFA letter with the Liaison first. The Liaison will provide you with further instruction and direction.
2. During your meeting with the Professor/Liaison, review the course syllabus and discuss accommodation arrangements for each quarter.
3. Obtain the Professor and OSD Liaison signatures on the AFA letters. Some OSD Liaisons may not accept AFA letters without the Professor's signature.
4. To **confirm** your accommodations for exams/quizzes, contact your Professor/OSD Liaison **at least 72 university business hours, excluding holidays and weekends, (3 business days) in advance.** Unless there are extenuating circumstances, your Professor/OSD Liaison should already be aware of your accommodation needs because you followed the directions in Item #1!
5. **You are responsible for starting the exam/quiz on time.** If you are eligible for extended time for exams/quizzes and you show up late, the exam/quiz time WILL NOT be extended to excuse your tardiness.
6. **You are responsible for bringing all items that you will need to the exam/quiz.** These may include pens, pencils, calculators (if allowed or authorized as an accommodation), ear plugs, magnifying glass, blue books, scantrons, etc. You will NOT be allowed to bring any personal items (purses, backpacks, books, cell phones, laptops) into the exam room.
7. If assistance is needed and/or you feel that reasonable and appropriate accommodations are not being provided in a timely manner, you must contact the OSD **immediately** and request assistance from an OSD Staff Member. If issues remain unresolved, you may also contact the OSD Director.
8. Accommodations will not be provided retroactively.
9. If you withdraw from a class, please send an email to the Professor, TA and OSD Liaison to inform them so that they may cancel any exam/quiz accommodation arrangements they may have made for you.
10. **You may schedule your AFA letter appointment any time after registering for classes. You may be asked to obtain updated documentation, and you are encouraged to obtain your AFA letters before the start of the new quarter.** Remember that when you obtain your AFA letters you may schedule your appointment for the subsequent quarter.
11. You are responsible for checking your @ucsd.edu email for announcements from the OSD, your professors, and OSD Liaisons. Exceptions may not be made for students who fail to receive, read and respond to their UCSD email in a timely manner. For information on your ucsd.edu email account and procedures for forwarding messages to an alternate email address, visit <http://acms.ucsd.edu/students/email/>.

12. Disability-Based Discrimination Grievance Procedures

The purpose of these procedures is to provide students with an opportunity to resolve complaints about eligibility determination, accommodations decisions, denial of services, or other OSD administrative outcomes.

Students are encouraged to bring their concerns to the attention of their OSD Specialist as soon as possible. The OSD Specialist will make every effort to work with students, faculty, and staff to resolve the issue informally in the most expeditious manner.

Should students continue to be dissatisfied with the outcome of their interaction with an OSD Specialist, they may contact the Director of the OSD at jboval@ucsd.edu and provide the following: a detailed, written explanation of the situation or decision for which they are seeking remedy; new or pertinent information relevant to the situation; the relief being requested. Within 10 University business days, the OSD Director will respond and provide an outcome of the complaint.

In addition to the procedures described above, students may utilize any of the following options at any time:

If the concern involves an academic accommodation, students should refer to Appendix III of the Manual of the San Diego Division of the Academic Senate "Policy on Students with Disabilities and Steps for Academic Accommodations" which may be found at <http://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/3>.

If students believe they have experienced discrimination because of their disability, they should contact the Office for the Prevention of Harassment and Discrimination (OPHD) <http://ophd.ucsd.edu/>. Disability discrimination may include the denial of a requested accommodation, the determination of ineligibility for an accommodation, the failure to implement agreed-upon accommodations, or a refusal to engage in an interactive process to determine reasonable accommodations.

Under the ADA and Section 504 of the Rehabilitation Act of 1973, students with disabilities also have rights to seek resolution through the Office for Civil Rights, U.S. Department of Education and/or through private legal means.

The Office of the Ombuds can also provide you with confidential, neutral, and informal dispute resolution services: <https://ombuds.ucsd.edu/index.html>.

Student Legal Services can provide free, confidential legal counseling and support: <https://students.ucsd.edu/sponsor/student-legal/student-services/index.html>.

Throughout these processes, OSD's goal is to treat students with respect, provide students with a timely response, ensure that students do not experience any form of retaliation, and deal with the issues in a confidential manner to the greatest extent possible. The University expects students to bring up concerns early, give clear and detailed information, and be respectful of others.