

# UC San Diego

## Herbert Wertheim School of Public Health and Human Longevity Science

Dear Student,

This letter is to update you on current [Herbert Wertheim School of Public Health and Human Longevity Science \(HWSPH\)](#) procedures for Office of Students with Disabilities (OSD) students.

We will be working directly with you for all accommodations. It is your responsibility to register promptly each quarter with OSD. To ensure all OSD accommodations are met, *you must follow the procedures of both OSD and the HWSPH*, including the following:

- Once you have been approved for accommodations, you must present the OSD Authorization for Accommodation (AFA) letter to the appropriate parties as soon as you receive it from the OSD. No exam accommodations can be implemented retroactively or without the AFA letter.
- Current AFA letters for each class must be submitted to the instructor and the Public Health Student Affairs Office before any exam accommodations can be implemented. The Student Affairs Office will be working directly with the instructor and you to ensure that all of your accommodation needs are met.
- All exams are administered by the instructor and course teaching team. Students who receive additional time for exams may require the exam to be scheduled on a different time and/or day to accommodate approved accommodations listed on AFA Letter. It is the student's responsibility to communicate with the instructor regarding when scheduled exams will be.
- We recommend that students arrive 5 minutes in advance of the scheduled exam start time to check in.
- Once an exam is scheduled and confirmed there is no rescheduling the date/time of the scheduled exam without documentation and approval from the instructor.
- Students **MUST** arrive within 20 minutes of the scheduled start time. Students who are more than 20 minutes late will need to take their exam with the rest of the class and will not be provided additional accommodations.
- Students will not get extra time on their exams if they are late. The exam time begins at the scheduled start time. There are no exceptions.
- The department cannot guarantee that any student will have a large room to himself or herself.
- Integrity of scholarship is essential for an academic community and is strictly enforced. The University expects that both faculty and students will honor this principle and in so doing protect the validity of the University's intellectual work. Anyone in violation of academic integrity standards will be subject to all the provisions outlined in the Student Conduct Code.

**The Herbert Wertheim School of Public Health and Human Longevity Science (HWSPH) will be strictly adhering to all procedures and regulations put forth by OSD and the University.**