



Re: Psychology Department Procedures for OSD Students

Dear Psychology Instructors,

The Psychology Department will be working directly with the students and you for psychology course exam accommodations. The Psychology Student Affairs Office has department exam rooms to accommodate OSD students.

Each quarter the number of OSD students in Psychology courses increases. A student who has been diagnosed as having a current disability that results in limitations, must register promptly each quarter with OSD. In order to ensure all OSD accommodations are met, students must follow the procedures of both OSD and the Psychology Department. It is important that we, as a department, follow the same procedures for all students.

- Once approved for accommodations, the student must provide a current AFA letter for each psychology course to the instructor, graduate TA, and the Psychology Department before any accommodations can be scheduled. No exam accommodations can be implemented retroactively or without the AFA letter.
- Students are required to submit all psychology exam accommodation requests through the online Google request form. Students need to submit their exam request forms a minimum of 4 business days in advance of the scheduled exam. Although the Psychology department administers course exams, the instructor and graduate TA must be aware of all exam accommodations. The student, instructor, and graduate TAs will be copied on the confirmation email from our office once the exam has been scheduled. If the teaching team has any concerns regarding the scheduled time, they should contact our office immediately so we can address the situation. Exams ideally will be administered during the day and at the starting time of the regular class exam. Exceptions to this include the following:
  - The class meeting time is outside the Psychology department hours of 8:00am-4:30pm Mon-Fri.
  - The student OSD accommodations include the ability to reschedule.
  - The student has an additional exception that does not relate to OSD, for example, a documented illness that allows for the reschedule (the student must follow reschedule procedures in order to be accommodated).
- The department automatically schedules final exam days/times.
  - Students who receive 1.5 extended time exam accommodations will be given a start time of either 7:45am or 12:15pm on the day of the regularly scheduled exam.
  - Students who receive 2.0 extended time exam accommodations will be given a start time of 8:00am on the day of the regularly scheduled exam.
  - Other starting times may be assigned due to room availability.
- Students must schedule their quiz or exam with the Psychology Student Affairs Office to receive their OSD exam accommodations. If the student takes a quiz or exam in class, the course teaching team is not expected to provide any of the OSD exam accommodations.
- Once an exam is scheduled, there is no rearranging the scheduled exam without documentation and approval from both OSD and the instructor.



- The Psychology Department will not schedule exams during a student's classes or mandatory university events. The Department cannot take into account work, transportation, student organizations, etc. in scheduling exams.
- 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.
- If the student's AFA letter includes "Professor/TA clarification during the exam" every effort will be made to have the Professor or graduate TA speak with the student at some point during the exam. Students are encouraged to review the exam in its entirety at the beginning and make note of any clarification questions they may have so that, regardless of when the Professor/TA is able to speak with them, they are prepared.
- Students must show a valid photo ID before being allowed to take an exam.
- The department cannot guarantee that any student will have a large room to themselves.

If an OSD student has an additional request or concern above and beyond their approved accommodations, please do not hesitate to contact me before responding to the student. This can include a situation such as an OSD student has a medical issue arise during the quarter. The Psychology Department is working hard to make sure that University and OSD regulations are adhered to equally for all students.

The Academic Senate Policy: <https://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/3>

Department OSD student webpage: <https://psychology.ucsd.edu/undergraduate-program/undergraduate-resources/osd.html>

Please let me know if you have any questions or concerns.

Sincerely,  
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