



PSYCHOLOGY DEPARTMENT
TEL: (858) 534-3001
FAX: (858) 534-7190

9500 GILMAN DRIVE #0109
LA JOLLA, CALIFORNIA 92093-0000
EMAIL: PSYCADVISING@UCSD.EDU
URL: WWW.PSYCHOLOGY.UCSD.EDU

Dear Student,

This letter is to update you on the current Psychology Department procedures for Office for Students with Disability (OSD) students.

The Psychology Department will be working directly with you for all accommodations. The Psychology Student Affairs Office (PSAO) has department exam rooms to accommodate OSD students. We will continue to use other department space as needed (for various faculty/TA requests and for larger groups).

Each quarter the number of OSD students in Psychology classes increases. It is your responsibility, as the student who has been diagnosed as having a current disability that results in limitations, to register promptly each quarter with OSD.

In order to ensure all OSD accommodations are met, you must follow the procedures of both OSD and the Psychology Department, including the following:

- Once you have been approved for accommodations, you must present the OSD Authorization for Accommodation (AFA) letter as soon as you receive it from OSD. Any delay on the student's part in providing the AFA letter to the PSAO, course instructor, and graduate TA could extremely impede the accommodation process. No exam accommodations can be implemented retroactively or without the AFA letter. Impede
- Current AFA letters for each class must be submitted to the instructor, graduate TA, and the PSAO before any exam accommodations can be implemented. Although the PSAO administers course exams, the instructor and graduate TA must be aware of all exam accommodations. The AFA letter that is submitted to the PSAO only needs the signature of the student and OSD Staff Member.
- You must submit all exam accommodation requests through the online Google request form. You need to be signed into your UCSD email to access the form. The request form link is on our department website at UCSD/ Psychology/ Undergraduate Program/Resources/OSD Accommodations or use the direct link: <https://goo.gl/9qRukc>.
- It is important to submit all OSD exam accommodation requests a minimum of 5 business days in advance of the scheduled exam. The Psychology Department cannot guarantee to provide an appropriate accommodation if you submit a request within less than 5 business days of the exam date. All exams must 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 PSAO hours of Mon.-Fri., 8:00am-4:30pm.
 - Your OSD accommodations include the ability to reschedule.
 - You have an unforeseen emergency or illness, including documentation, that falls under the class reschedule policy. You must follow the reschedule procedures listed in the course syllabus in order to be accommodated.
- The department will create a final exam schedule for students who submit their AFA letter(s) by Monday of Week 7.
 - Students who receive 1.5 extended time accommodations will *usually* be given a start time of either 7:45 AM, 8:00 AM, 12:15 PM, 1:00 PM or 1:30 PM on the day of the regularly scheduled in-class exam.
 - Students who receive 2.0 extended time accommodations will *usually* be given a start time of 8:00am or 10:00am on the day of the regularly scheduled exam.



- *Other starting times may be assigned due to testing room availability.*
- Students must schedule their quiz or exam with the PSAO to receive their OSD accommodations. If the student takes the quiz or exam in class, the course teaching team is not expected to provide OSD accommodations.
- Once an exam is scheduled and confirmed there is no rescheduling the date/time of 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 will not consider work, transportation, student organizations, etc. when scheduling exams.
- The student is responsible for their testing accommodation schedule; the student must notify the department immediately if there is a scheduling conflict with their classes and/or other exams.
- Students must arrive 5 minutes in advance of the scheduled exam start time to check-in at the PSAO, 1533 Mandler Hall (students should knock on the door when here to take an exam and one of the Psychology staff will let you in).
- 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.
- Students must show a valid photo ID before being allowed to take an exam.
- If your AFA letter includes "Professor/TA clarification during the exam" every effort will be made to have the Professor or TA speak with you 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 you, you are prepared.
- 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 in the Psychology Department. 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 Psychology Department will be strictly adhering to all procedures and regulations put forth by OSD.

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

Sincerely,

Kristi MacKenzie
Psychology Department OSD Liaison
UC San Diego
kmacken@ucsd.edu