

UC San Diego

ACADEMIC AFFAIRS

Working with Students with Disabilities: 5 Things for Faculty and Administrators to Know

1. UC San Diego has an office and process for students who are requesting accommodations such as extra time on exams/assignments or note-taking due to a temporary or permanent disability in one or more of the following areas: learning, attention, chronic health, psychological, vision, hearing, or acquired brain injury.
<http://disabilities.ucsd.edu/about/index.html>

2. For faculty, please use the following statement on your syllabus:

Students requesting accommodations for this course due to a disability must provide a current Authorization for Accommodation (AFA) letter issued by the Office for Students with Disabilities (OSD) which is located in University Center 202 behind Center Hall. Students are required to present their AFA letters to Faculty (please make arrangements to contact me privately) and to the OSD Liaison in the department in advance so that accommodations may be arranged. Contact the OSD for further information-858.534.4382 (phone), osd@ucsd.edu (email), or <http://disabilities.ucsd.edu> (website)

3. Practice principles of Universal Design when creating and teaching your course.
<http://www.washington.edu/doit/universal-design-education-principles-and-applications>
4. Accommodations cannot be granted retroactively and cannot fundamentally alter the nature of a course or program.
5. When you receive an Authorization for Accommodation (AFA) letter from the student and you have any questions or concerns, call or email the OSD staff specialist who signed it.

Chair and Faculty Contact for other than AFAs with designated staff specialists:

Joanna Boval
Director, Office for Students with Disabilities (OSD)
858.534.4382 (Phone)
858.534.7685 (Direct Phone)
jboval@ucsd.edu
<http://disabilities.ucsd.edu>