Re: Psychology Department procedures for OSD students

Dear Psychology Instructors:

The Psychology Department will be working directly with the students and you for all accommodations. The Psychology Student Affairs Office has department exam rooms to accommodate all 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. 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 class to the instructor, 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 email all requests for OSD exams to reservations-psyc@ucsd.edu at least 1 week in advance from their UCSD email. The instructor and designated TA must be copied on all email requests. Although the Psychology department administers course exams, the instructor and TA must be aware of all exam accommodations. Exams will not be scheduled unless the instructor and TA have been copied on an e-mailed request. Exams ideally will be administered during the day and at the starting time of the regular class exam. Exceptions to this include the following:
  o The class meeting time is outside the Psychology department hours of 8:00am-4:30pm M-F.
  o The student OSD accommodations include the ability to reschedule.
  o The student has an additional exception that does not relate to OSD, for example, a documented illness that allows for the reschedule (you must follow reschedule procedures in order to be accommodated).

• The department automatically schedules final exam days/times. Students will receive an email from the department at least 1 week before the regularly scheduled final exam.
  o Students who receive 1.5 extended time accommodations will be given a start time of either 7:45am or 12:15pm on the day of the regularly scheduled exam.
  o Students who receive 2.0 extended time accommodations will be given a start time of 8:00am on the day of the regularly scheduled exam.

• Once an exam is scheduled and confirmed there is no rearranging the scheduled exam without documentation and approval from both OSD and the instructor.

• 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 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 are able to speak with them, they are prepared.

- Students must show valid ID before being allowed to take an exam.

- The department cannot guarantee that any student will have a large room to himself or herself.

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 very hard to make sure that all 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](https://senate.ucsd.edu/Operating-Procedures/Senate-Manual/Appendices/3)

Letter all OSD students receive:

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

Thank you.

Sincerely,

Kristi MacKenzie
Student Affairs Officer
OSD Department Liaison
Psychology Department, UCSD