

Instructor Resources for Students with Disabilities

Students with documented disabilities may identify themselves to instructors and present an Authorization for Accommodations (AFA) letter from the Office of Students with Disabilities. Students may present a physical copy of the letter and ask for a signature, or they may request that an electronic version of the letter be emailed to the faculty instead.

Signatures from the faculty indicate that the AFA letter has been read, reviewed, and discussed with the student. It does not imply agreement or disagreement with the contents of the letter. An electronic version of the letter sent to an official UCSD email address is considered sufficient and reasonable notification, whether the faculty has opened and read the email or not. If the letter is emailed, faculty may (and are encouraged to) request that students also meet with them in person to discuss the contents of the letter.

The AFA letter lists accommodations the student needs in order to perform to the best of their ability in your course without fundamentally altering or modifying the nature of the class. Most students' accommodations list extra time on exams and a separate, quiet testing area.

After informing instructors of their accommodation needs, students should be directed to the Math Department Front Desk for exam scheduling and administration.

Once a student has contacted the Front Desk, the staff provides instructors with an Exam Accommodation Notification form (online and paper versions are available) where they can list instructions for exam scheduling and administration.

For any questions, please contact *frdesk@math.ucsd.edu*.

Resources:

[Faculty Resources Page \(Office for Students with Disabilities\)](#)

[Student Resources Page \(UCSD Math Department\)](#)

Sample Syllabus Statement

*Students requesting accommodations for this course due to a disability must provide a current [Authorization for Accommodation \(AFA\) letter](#) (paper or electronic) issued by the Office for Students with Disabilities. Students are required to discuss accommodation arrangements with instructors and OSD liaisons in the department **in advance** of any exams or assignments.*

Students can find department-specific information on exam accommodations on the following Math Department webpage:

<http://www.math.ucsd.edu/undergraduate/undergraduate-resources/accommodations-for-students-with-disabilities/index.html>

For additional information, contact the Office for Students with Disabilities:

- 858-534-4382
- osd@ucsd.edu
- <https://osd.ucsd.edu/>