

# Global Health Program Office of Students with Disabilities (OSD) Policies

The Global Health Department will work directly with students with disabilities for all accommodations. [OSD](#) determines eligibility for modifications, academic adjustments, and other accommodations due to disabilities. 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 Global Health Department.

## **Steps:**

1. Once you have been approved for accommodations, you must present the OSD Authorization for Accommodation (AFA) letter as soon as you receive it from the OSD to the Global Health Office. No exam accommodations can be implemented retroactively or without the AFA letter.
2. Current AFA letters for each class must be submitted to the instructor, TA, and the Department of Global Health Office before any exam accommodations can be implemented. The AFA letter that is submitted to the Global Health Department only needs the signature of the OSD Staff Member.
3. You must **email all requests for exam accommodations at least one week in advance** to the Global Health Office ([ghpadvising@ucsd.edu](mailto:ghpadvising@ucsd.edu)). The instructor and designated TA must be copied on all emailed requests. Although the Global Health 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. All requests must come from your UCSD email.

The Global Health Department cannot guarantee to provide an appropriate accommodation if you email the department within a week 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 Global Health department hours of 8:00am-4:30pm M-F.

## **Please note the following:**

- Your OSD accommodations include the ability to reschedule
- If you have an additional exception that does not relate to OSD, for example, a sudden unforeseen documented illness that calls for a reschedule, you must follow the reschedule procedures indicated on your course syllabus in order to be accommodated.

### **Important Reminders:**

- 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.
- 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.
- 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 valid 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. This will ensure that regardless of when the Professor/TA is able to speak with you during the exam time period, you are prepared with these questions.

### **OSD Checklist:**

#### **AFA Letter**

- Obtain AFA letter from OSD Office
- Submit AFA letter to the Instructor and TA(s) of each course
- Submit AFA letter to the Global Health Program Advisor

#### **Sending Exam Scheduling Request Email**

- At least 1 week before the regularly scheduled exam, send an email with the following:
  - Global Health Advising Office - [ghpadvising@ucsd.edu](mailto:ghpadvising@ucsd.edu)
  - Copy: Instructor and TA(s) for the course
- Type in the Subject: Term, Class Accommodation Exam #, Your Last Name
- Example: Spring 2016, HILD 30, Accommodation Exam #2, Smith.
- Include in the Body of Email: Include your name, PID, course number, course title, day and time of the regularly scheduled exam

### **Helpful Resources:**

- **Office for the Students with Disabilities**
- **OSD Resources**
- **OSD Office Contact:** 858.534.4382 or email [osd@ucsd.edu](mailto:osd@ucsd.edu)
- **Global Health Program Contact:** [ghpadvising@ucsd.edu](mailto:ghpadvising@ucsd.edu)

*The Global Health Department will be strictly adhering to all procedures and regulations put forth by OSD at the University of California, San Diego. Integrity of scholarship is essential for an academic community and is strictly enforced in the Global Health Department at the University of California, San Diego. 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.*