

Instructor Resources for Students with Disabilities

Students with special needs should identify themselves to instructors and present an “AFA” letter for signature from the Office of Students with Disabilities. Signatures of 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.

This letter lists the accommodations to which the student is entitled. Most students’ accommodations list extra time on exams and a separate, quiet testing area.

After the student informs instructors of their accommodation need, instructors should sign the AFA letter and direct them to the 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 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 \(UCSD Math Department\)](#)

Syllabi Statement

The following statement has been provided by the Office for Students with Disabilities as a template for your course syllabus:

Students requesting accommodations and services due to a disability for this course need to provide a current [Authorization for Accommodation \(AFA\) letter](#) issued by the Office for Students with Disabilities (OSD), prior to eligibility for requests. Receipt of AFAs in advance is necessary for appropriate planning for the provision of reasonable accommodations. OSD Academic Liaisons also need to receive current AFA letters.

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

http://www.math.ucsd.edu/programs/undergraduate/exam_accommodations.php

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

- 858-534-4382 (Voice) 858-534-9709 (TTY)
- osd@ucsd.edu
- <http://disabilities.ucsd.edu>