



STUDENT & INSTRUCTIONAL SERVICES
DIVISION OF BIOLOGICAL SCIENCES
(858) 534-0557

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0348

Dear Student,

This letter shares information on the current Division of Biological Sciences procedures for Office for Students with Disabilities (OSD). It is your responsibility to register promptly with OSD every quarter.

For all Biology courses, you will work with your instructor on any items listed under “classroom accommodations” and the Biology OSD Liaison for the items listed under “exam accommodations.” We strongly recommend you register promptly with OSD and the Biology OSD Liaison each quarter.

In order to ensure all OSD accommodations are met, you must follow the procedures for both OSD and the Division of Biological Sciences, including the following:

- Once you have been approved for accommodations, you must present the OSD Authorization for Accommodation (AFA) letter as soon as you receive it from OSD. No exam accommodations will be implemented retroactively or without the AFA letter.
- Current AFA letters for each biology course must be submitted to the Biology Liaison in Pacific Hall 1128, or submitted electronically via email to bioosd@ucsd.edu before any exam accommodations can be implemented. Please note, if you submit your AFA electronically, it is your responsibility to follow up with the liaison.
- You must submit all biology exam accommodation requests through the online Google request form. You need to be signed into your UCSD email to access the form. The request form link is on our department website biology.ucsd.edu/education/undergrad/osd.html.
- All OSD exam accommodation requests must be submitted and confirmed by the Biology OSD Liaison at least 3 business days in advance of the scheduled exam. Biology will not guarantee accommodations will be provided within less than 3 business days of the exam date.
- All exams are scheduled during the regular scheduled exam date and time. Exceptions require instructor approval.
- Students are responsible for checking their UCSD email for all communication regarding accommodations and exams. Exceptions will not be made for students who fail to receive, read and respond to their UCSD email in a timely manner.
- Once an exam is scheduled and confirmed there is no rescheduling the date/time of the scheduled exam without documentation and approval from both OSD and the instructor.



STUDENT & INSTRUCTIONAL SERVICES
DIVISION OF BIOLOGICAL SCIENCES
(858) 534-0557

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0348

- 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 your AFA letter includes “Professor/TA clarification during the exam” every effort will be made to have the Professor/TA speak with you at some point during the exam if requested.
- The division cannot guarantee that a student will have an exam room to themselves.
- Integrity of scholarship is essential for an academic community and is strictly enforced in the Division of Biological Sciences. The University expects both faculty and students will honor this principle. Anyone in violation of academic integrity standards will be subject to all the provisions outlined in the Student Conduct Code.

The Division of Biological Sciences will be strictly adhering to all procedures and regulations put forth by OSD.

Please let us know if you have any questions or concerns,

Sincerely,

Biology OSD Liaison
Division of Biological Sciences
UC San Diego
bioosd@ucsd.edu