

FOR STUDENTS: Graduate Division Accommodations Processes:

UCSF is committed to ensuring access to graduate education for all students. Early communication with the relevant administrators is critical to a successful partnership in arranging accommodations.

We encourage students with disabilities to disclose to the Office of Student Disability Services. SDS is the appropriate and confidential office for seeking accommodations, and will coordinate communications and procedures with you and the graduate faculty and programs.

How to Register for Accommodations

1. Meet with Student Disability Services (SDS) to register for services: <http://sds.ucsf.edu/howtoregister> Phone: (415) 476-6595
Email StudentDisability@ucsf.edu
2. SDS will work with your program director, faculty and/ or graduate division liaison to determine if the requested accommodations are reasonable within the classroom and lab.
3. Once you are registered with SDS and your request has been approved, **you will be provided with a copy of your accommodation letter** that describes your eligibility for services and outlines your accommodations. A copy will also be sent to the program director and graduate division liaison.
4. You will collaborate with your Student Disability Services advisor, and/or Graduate Division liaison, to notify your instructors of your accommodations.

It is important to keep in mind that accommodations for didactic, lab, and qualifying exams may be different. Please communicate with SDS as these requirements change.

For note taking and alternate format media accommodations: follow the procedures outlined by SDS in advance of each quarter. <http://sds.ucsf.edu/registeredstudents>

Questions:

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