

EXTENDED STUDIES

extendedstudies.ucsd.edu

Disability Accommodation Request Form

To request accommodations for an upcoming UC San Diego Division of Extended Studies course or program, complete and submit this Disability Accommodation Request Form.

All requests must be submitted at least 15 business days before your course of study begins. Failure to submit a timely request may result in a delay of accommodation services.

After we receive your request form, the Division of Extended Studies Disability Coordinator will contact you. If you do not receive a confirmation that your form and documentation have been received by the Disability Coordinator within 1-2 business days, call (858) 822-1366 or email unex-ssd@ucsd.edu. Please understand that it is your responsibility to confirm that we have received your forms.

Student Information

STUDENT I.D. NUMBER (IF KNOWN)

LAST NAME

FIRST NAME

M.I.

STREET ADDRESS

CITY

STATE

ZIP

() - _____

PHONE NUMBER

EMAIL ADDRESS

Disability Information (All information required)

NATURE OF DISABILITY

TYPE OF DISABILITY (PERMANENT OR TEMPORARY)

IF TEMPORARY, APPROXIMATE END DATE

PLEASE DESCRIBE, IN DETAIL, THE TYPE OF ACCOMMODATIONS YOU ARE REQUESTING:

Student Rights and Responsibilities

I understand I have the following rights:

- My accommodations request and participation in the accommodation approval process are entirely voluntary.
- I have equal access to any and all courses, programs, jobs, services, activities, and facilities offered by UC San Diego Division of Extended Studies.
- UC San Diego Division of Extended Studies will keep my information confidential per UC Policy and Procedures Manual Section 160-2.

I understand it is my responsibility to:

- Provide the Disability Coordinator with accurate information, required documentation and/or forms (medical, educational, etc.) to verify my disability and support my request for services.
- Comply with published procedures for obtaining accommodations, academic adjustments and/or auxiliary aids and services.
- Comply with the UC San Diego Student Code of Conduct at all times.
- Meet the academic and non-academic standards for admission to, participation in, and/or fulfillment of essential requirements of Division of Extended Studies programs or activities.

I understand that I may not be approved for certain accommodations if the accommodation would fundamentally alter or modify the nature of the class, lab or academic environment.

By signing and submitting this form, I certify that all information is accurate to the best of my knowledge. I agree that I have read and understood all information above.

STUDENT SIGNATURE

DATE

PLEASE TYPE OR PRINT CLEARLY

For Office Use Only

Date form received _____

Date student contacted _____

Submit your completed form to the Disability Coordinator

Email ► unex-ssd@ucsd.edu

Fax ► (858) 246-1031

Attn: Chrissy Schmid, Disability Coordinator

In Person ► By appointment ONLY at our University City Center location

Mail to ► UC San Diego Division of Extended Studies

Attn: Chrissy Schmid, Disability Coordinator

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