

## Accommodations / Support Services Acknowledgement Form

UCSF School of Nursing Students seeking accommodations or support services at UCSF are required to register with Student Disability Services (SDS). The general SDS registration process, and procedures for accessing accommodations once approved is as follows. For more information, visit <http://sds.ucsf.edu>, or contact 415- 476-6595.

- 1. Contact SDS:** Students should call (415-476-4318) or email SDS ([studentdisability@ucsf.edu](mailto:studentdisability@ucsf.edu)) to schedule an intake appointment with the SDS Director.
- 2. Provide documentation of your disability:** You are encouraged to send your disability documentation to SDS in advance of your intake appointment, but you can also bring documentation with you to the appointment. Guidance about the type of disability documentation needed by disability type (established by the University of California system), and Verification Forms to assist students to request the necessary information from their treatment providers are available online (<http://sds.ucsf.edu/forms>). You are encouraged to provide whatever documentation you have for evaluation, even if it does not meet the UC Practices. SDS will provide guidance regarding the extent and type of documentation needed after your intake appointment. Students who do not have documentation of their condition, and/or who believe they have an undiagnosed condition, should contact SDS to discuss their circumstances further.
- 3. Make a formal request for accommodations:** Complete the Request for Accommodations form (<http://sds.ucsf.edu/forms>) to provide information about your disability, history of accommodations, and make requests for specific accommodations. You are encouraged to submit the completed form to SDS in advance of your intake appointment, but you can bring the completed form to your intake, or complete it during or after the meeting.
- 4. Determine eligibility and accommodations:** The SDS Director will review your request for accommodations, taking into consideration the information provided during the intake meeting, your disability documentation, and the requirements of your academic program to determine your eligibility for services and, if appropriate, recommend specific accommodations.
- 5. Orientation Sessions:** If you are deemed eligible for accommodations, you are required to meet with the SDS Director for an Orientation Session to review the policies and procedures regarding the provision of accommodations at UCSF, and in your School or program. Both you and the School of Nursing Liaison (Assistant Dean of Student Affairs) will be provided with an Accommodation Letter that confirms your registration with SDS, details recommended accommodations, and is used to notify faculty of your eligibility for services.
- 6. For accommodations in a didactic/classroom setting:**
  - **At the beginning of *each* quarter in which you would like to use recommended accommodations,** contact The Office of Student Affairs for the School of Nursing to inform the school which faculty you would like notified. The Dean of Student Affairs will oversee the coordination of support for you, and work in collaboration with you and the Faculty to discuss how the accommodation(s) can best be made in each of your courses.

- **Meet with your advisor** to discuss the recommended accommodations.
- **Discuss with each Faculty of Record (FOR)** the letter and recommended accommodations, after they have been contacted by the Office of Student Affairs. It is recommended that you do so in advance of the start of the quarter, or, minimally, two weeks in advance of an exam.
- For **MS/PhD students**, should you ever change advisors, you will need to provide the accommodation letter to your new advisor and discuss/request accommodations.
- For **MEPN students**, at the time you begin the MS specialty portion of the program, you will need to meet with your new advisor to provide a copy of your accommodation letter and to discuss/request accommodations; Jeff Kilmer can assist with this process.

**7. For accommodations in the clinical setting:**

- Meet with the SDS Director, Assistant Dean, the Faculty of Record (FOR) and, in MEPN, the program Director to discuss your accommodation needs. An updated Accommodation Letter will be provided to include those accommodations, specific to the clinical setting, that are approved by Student Disability Services and that do not fundamentally alter any essential program requirements.
- For students in the MS program, meet with SDS Director, Assistant Dean, the FOR and the Specialty Coordinator to discuss your accommodation needs. An updated Accommodation Letter will be provided to include those accommodations, specific to the clinical setting, that are approved by Student Disability Services and that do not fundamentally alter any essential program requirements.

**Acknowledgement of Responsibility** I understand and acknowledge that if I need accommodations for a disability, or feel that I need assessment for a potential disability, I should contact Student Disability Services to initiate the registration process. If I am deemed eligible for accommodations, I must follow the above process to notify my faculty of the approved accommodations in a timely manner. I can contact the Director of Student Disability Services, by phone or email (415-476-6595 or [StudentDisability@ucsf.edu](mailto:StudentDisability@ucsf.edu)).

**I have read, understand, and acknowledge all of the above outlined process for requesting and using accommodations and the Acknowledgement of Responsibility:**

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Signature

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Date

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Print Name

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Specialty program