1. Principles
   a. Individual accommodation: Academic accommodations must necessarily be designed for the specific needs of each individual student with the goal of providing equal access to all students to a Berkeley education.
   b. Academic standards: Most accommodations can be provided without altering the fundamental pedagogic purpose of a course. However, there will be rare occasions when a proposed accommodation would have an unintended detrimental effect on the fundamental purpose of the course. Participants have to negotiate a modification to the accommodations that preserves academic standards.
   c. Community: Negotiating accommodations often involves a balance between competing interests. Tensions are most easily resolved when there is a healthy dialogue guided by civility and respect [Berkeley Principles of Community].
   d. Communication and interaction: Accommodations can best be provided when there is clear direct communication between participants in the system. In particular, one-sided e-mails, while useful to document a decision, are rarely sufficient to negotiate the resolution of competing interests.
   e. Timeliness: Accommodations often require the allocation of scarce resources. Effective provision of accommodations depends on timely notification.
   f. Reasonableness: Accommodations should be provided in a manner that is consistent with a reasonable person acting with good will.
   g. Commonality of systems and procedures: Wherever possible accommodations should be provided by simple systems that can be replicated from one time to another.

2. Students
   a. Rights:
      i. Students registered with DSP have the right to accommodations to provide access to education consistent with Federal Law and Berkeley practice
      ii. Privacy: Students have to right to keep diagnosis and other personal information private.
      iii. Individual accommodation: Students have the right to ask for accommodation in some courses but not in others. However, where a student has chosen not to present a request for accommodations, there can be no back-dating of accommodations.
   b. Responsibilities
i. Timeliness:
   1. Students must begin the process of registering with DSP as soon as possible. They must provide information from personal health care and agency providers to DSP and must follow up to ensure that information has been delivered.
   2. Students must inform instructors as early as possible in the semester about accommodations.
   3. When a late notification is made of a request for accommodation due to a students’ failure to make timely application or to assist in the evaluation and request process, the Instructor and Department are not required to endure undue hardship in meeting a late request. However, where the delay is beyond the student’s control, such as in the case of an accident, they are required to make the maximum effort to provide the accommodation.
   4. Students are responsible for communicating any changes in their course schedule immediately to their DSP Specialist.

ii. Communication
   1. When requested, Students must meet with Instructors in person when requested to develop course-specific accommodations.
   2. E-mail is the standard form of communication at the University; Students must reply promptly to e-mails.
      a. Where e-mail is infeasible for an individual student, the student must make sure that DSP and instructors know about an alternate channel of communication.

iii. Schedule: Where extra time on exams is part of the accommodation, students should choose a course schedule that anticipates that the extra time exams from one course will run into the next class hour.

3. Disabled Students Program (DSP)
   a. Rights
      i. To be treated with courtesy and respect even when difficulties arise.
      ii. To be informed at once if requested accommodations appear infeasible for a particular course.
      iii. To be kept up to date about each students’ course schedule, especially where a student has dropped a course.
   b. Responsibilities
      i. Evaluate and certify students with disabilities
      ii. Prepare Request for Accommodation letters (RFAs) as soon as possible in each semester and present them to Instructors electronically.
      iii. Negotiate reasonable good faith changes in accommodations requested by instructors to preserve the academic integrity of a course.
      iv. Administer a campus Proctoring Service as a shared University resource.
      v. Hold DSP students accountable for timely communication with DSP and instructors.
4. Instructors
   a. Rights
      i. After discussion with the DSP Specialist, Instructors have the right to propose modifications to the proposed accommodations to preserve the fundamental academic standards of the course
      ii. To insist on *synchronicity* for exams: That is, extra time exams should begin as near as possible to the start time of the regular exams; when exams cannot begin at the same time, students with accommodation can be sequestered until their exam starts.
      iii. To have extra-time or special accommodation exams administered by Campus Proctoring or their Department. The provision of proctoring of exams requiring special accommodations is not the responsibility of the Instructor.
   b. Responsibilities
      i. Provide academic accommodations that are requested with reasonable notice and that do not undermine the fundamental academic purpose of the course.
      ii. Communication:
         1. Check online notification of Request for Accommodation letters, acknowledge receipt online and respond to the DSP Specialist by e-mail as needed.
         2. Where the provision of accommodations has been delegated to a co-instructor or GSI, clearly indicate in the course syllabus who is responsible.
      iii. Prepare and deliver exams in time for preparation and proctoring, including the provision of exams in alternate form (e.g. electronic file) when needed.
      iv. Arrange for the receipt and transportation of completed exams from DSP Campus Proctoring.

5. Staff and Departments
   a. Rights
      i. To be informed as soon as possible about requested accommodations including room changes, special furniture and within-department proctoring for exams
      ii. To schedule exams based on feasibility of room availability and staff resources
      iii. Staff members have the right to take ordinary breaks and meal times when they are proctoring long exams. Staffing extra time exams needs to include planning relief proctors for staff breaks.
   b. Responsibilities
      i. It is the ultimate responsibility of the Department to arrange for proctored exams if DSP Campus Proctoring is unable to provide the service
      ii. The responsibility for scheduling rooms and proctors rests with the MSO unless the Department Chair and MSO have delegated the task to someone else in the Department and informed instructors. Where provision of accommodations has been delegated to someone other than the MSO, the Department Chair should inform all Instructors of Record on duty in each semester.