

RESPONSIBILITIES OF STUDENTS RECEIVING ACCOMMODATIONS

- It is my responsibility to request my accommodation letter(s) each semester.
- Once my accommodation letter(s) are requested and received, it is my responsibility to communicate with each of my professors or person designated by the program about my accommodations.
- It is my responsibility to schedule my exams with my professors and/or SAAS's Testing Center.
- It is my responsibility to contact Student Access & Accommodation Services (SAAS) as soon as possible if there is a problem receiving my accommodations.
- It is my right to use all, part, or none of my accommodations. I understand that if I choose **NOT** to use my accommodations, I cannot redo any assignments or exams completed previously without them.
- If my accommodation letter permits me to audio record lectures and/or receive digital copies of materials displayed in the classroom, this does not include recording during class breaks or outside of the classroom setting. I understand that this permission is limited to my personal use, and I am not allowed to share or distribute such recordings or digital copies without explicit permission from the professor per MU's Copyright and Fair Use Policy of Course Materials, found in my syllabus. I understand that all recordings for class lectures will be deleted at the conclusion of each semester.
- It is my responsibility to return any borrowed equipment and/or technology back to SAAS at the end of each semester.
- It is my responsibility to meet the same essential academic, technical, and professional requirements and standards as other students.
- It is my responsibility to maintain academic integrity through adherence to MU's Honor Code Policy. In the pursuit of academic studies at Methodist University, every student has the responsibility of obeying the Honor Code, which prohibits cheating (including plagiarism), and academic misrepresentation.

By signing below, I state that I have read, understand, and agree to my responsibilities above.

All fields below are required.

Signature

ID#

Date