



**Student Accessibility Services at CHS
(SAS)
Responsibilities of Students Receiving Accommodations**

- It is my responsibility to request my Accommodation Letter each semester. I can make the request to the Academic Coordinator with the Graduate Programs office at sas_chsgrad@okstate.edu.
- It is my responsibility to meet the same essential academic, technical, professional requirements, and standards as other students.
- It is my responsibility to inform Student Accessibility Services if I add or drop a class during the semester by providing a copy of my modified schedule so that a new letter can be generated.
- It is my responsibility to adhere to Student Standards of Conduct.
- It is my responsibility to maintain academic integrity. This includes but not limited to recording of class lectures.
- It is my responsibility to communicate with each of my professors about my accommodations in their class after I have sent out my accommodation letters.
- It is my responsibility to schedule my exams with my professor(s) and/or the university's testing center.
- It is my responsibility to contact SAS-CHS as soon as possible if there is a problem receiving my accommodations.
- It is my responsibility to return any borrowed equipment/technology back to SAS prior to the conclusion of finals each semester.
- It is my responsibility to maintain the confidentiality of all audio recorded lectures. I understand any audio recordings are for my personal study use only.
- IT IS MY RIGHT to use part, all, or none of my accommodations and understand that I cannot redo any assignments/exams if I chose not to use accommodations.

By signing my name below, I state that I have read and understand the above.

Print Name: _____ **Semester:** _____

Signature: _____

CWID#: _____ **Date:** _____

Witness: _____