



<b>Term</b>	<b>Definition</b>	<b>Professor Responsibility</b>	<b>Student Responsibility</b>	<b>FSC Responsibility</b>
<b>DM System</b>	An assistive listening device where the professor wears a microphone to amplify their voice	Wear the microphone and ensure it is functioning during lectures.	Request and maintain the device as needed	Communicate the request to Professor.
<b>Extended Time (x1.5, x2)</b>	Allows students extra time (1.5x or 2x) for tests/exams.	<b>In-person tests:</b> Upon request, coordinate with FSC Exam Staff to provide a copy of the test and any details necessary to ensure proper delivery of the exam.	<b>In-person:</b> Use the FSC Test Request Form to inform FSC about the required accommodation times for the in-person test.	<b>In-person:</b> Arrange an appropriate testing environment, ensure proper exam invigilation and exam delivery and inform professors of timing needs.
		<b>Online tests:</b> Adjust students' time on Brightspace (for the semester) based on the list available through Accommodate.	<b>Online:</b> Nothing; time accommodations are provided by Professor	<b>Online:</b> Communicate via Accommodate a list of approved students' time accommodations.
<b>Copy of PowerPoint</b>	Provide a digital or printed copy of the lecture slides.	Share PowerPoint slides with the student before or after class.	Request slides if not provided.	Assist in collecting materials, as needed.
<b>Staggering Tests/Exams</b>	Scheduling exams to avoid having more than one in a single day.	If requested, coordinate with FSC, Advising Offices and possibly other professors to adjust exam dates.	Request exam adjustments well in advance.	Facilitate communication and help resolve scheduling conflicts.



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<b>ASL Interpreter</b>	American Sign Language interpreter for inclass and exam scenarios.	Allow interpreter access to all classroom settings and provide class materials ahead of time.	Communicate needs to FSC and the interpreter. Schedule and provide qualified ASL interpreting services	Schedule and provide qualified ASL interpreting services
<b>Professor Approved Cue Sheet</b>	<a href="#">Professor-approved cue sheet for exams.</a> <a href="#">See here for more details: Cue Sheets Guidelines.</a>	Review and provide feedback on cue sheet. Once approved, send cue sheet directly to FSC to be included with test.	Create and submit the cue sheet for approval at least one week before the test date.	Facilitate communication between professor and student regarding the cue sheet.
<b>Calculator</b>	Use of a calculator in tests where appropriate.	Use of a calculator in tests where appropriate. Allow calculator use if it does not compromise test integrity.	Bring an approved calculator to tests.	Approve calculator use and inform professors of the accommodation.
<b>Captioning for Virtual Classes</b>	Subtitles are provided for online lectures or videos.	Enable captions or provide captioned materials.	Request captioning if not already available.	Arrange captioning services or ensure platforms are accessible
<b>Notetaking Assistance</b>	<b>Option 1:</b> Peer notetaker	<b>Option 1:</b> N/A	<b>Option 1:</b> Request a Peer notetaker through the FSC.	<b>Option 1:</b> FSC will email students in the class to find a peer notetaker.



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	<a href="#">Option 2: Opt to use the notetaking software Glean. More information here: SMU Faculty Guidelines for Glean</a>	<b>Option 2:</b> Support the use of Glean in the classroom.	<a href="#">Option 2: Request Glean through the FSC, upon approval and receipt of license comply to all guidelines put forth in the Student Recording Agreement.</a>	<b>Option 2:</b> Communicate the request to the professor and supply the Glean license.
<b>Use of a Computer</b>	Permission to use a computer for typing during exams or notetaking.	N/A	Request use of a computer at the FSC.	Approve use and ensure settings adhere to exam integrity standards
<b>Large Print</b>	Enlarged text materials for visual accessibility.	N/A	Notify FSC of specific font/size requirements.	Convert or supply large print materials as needed.
<b>Text-to-Speech Software</b>	Technology that reads written text aloud.	N/A	Request software when needed for assignments and exams.	Provide access and technical software support.
<b>JAWS</b>	Screen reader software for visually impaired students.	N/A	Request screen reader software in advance.	Provide and support the use of JAWS software.
<b>Speech-to-Text Software</b>	Technology that dictates for the student.	N/A	Request software when needed for assignments and exams.	Provide access and technical software support.