

Students now complete this Statement online. They "accept" these conditions. The Statement enables students to check out equipment and use the editing labs.

Howard University
School of Communications
Statement of Responsibility

To: The Tech Center

From: (Print) _____ (Sign) _____
Faculty Member's Name

Course: _____ Fall _____ Spring _____

Subject: Statement of Responsibility and Equipment Use Authorization

Date: _____

As an authorized member of the teaching faculty of the School of Communications and in accordance with the policies set forth by that faculty, I hereby authorize use of facilities and equipment for class assignments by the student whose name appears on the space provided below and on equipment/facilities request forms. Any unauthorized changes, substitutions or deletions to names, equipment or dates automatically voids this statement and facilities/equipment request form.

I, _____ ID# _____
(Print Name)

as a student enrolled in a class in the School of Communications and whose signature appears below, accept full financial responsibility for any lost, stolen or damaged audio, video, film or support equipment that I am issued until that equipment is safely returned and checked in the Instructional Facilities Resource Center (Tech Center) on the return date and time indicated. ***If there is no time/date indication on the request form, equipment is due by 11 am on the 2nd business day, except Thursday pick-ups due Friday, and Friday pick-ups due Monday.***

Student Signature: _____

LATE EQUIPMENT RETURN POLICY

Students are expected to exercise personal responsibility and adhere to all rules and Tech Center policies, so that equipment and facilities are available to all who need to complete assignments. All professors of students who've returned equipment late will be notified. If unexpected circumstances develop and a student is unable to return equipment by 11am on the due date, that student must notify the Tech Center before the equipment is due to avoid the late penalty.

Fine Schedule: Unless otherwise noted on Equipment Request Form, the \$20.00/day fine begins at 12 noon on the due date and increases at 11am each subsequent day the

equipment is not returned. Outstanding fines can prevent a student from registering for classes or being approved for graduation.

1st Offense: Student pays fine at the HU Administration Building and loses Tech Center privileges until the student returns with a receipt and loses access to Tech Center equipment and facilities until all outstanding equipment is returned.

2nd Offense: Student pays fine at the HU Administration Building and loses Tech Center privileges until the student returns with a receipt. There is also a 7 business day loss of access penalty that begins upon return of all checked-out equipment.

3rd Offense: Student pays fine at the HU Administration Building and student loses access to Tech Center equipment and facilities for the the remainder of the semester.

If a student reports equipment has been stolen, the student must present a police report to the Director of the Tech Center, will lose access to Tech Center equipment and facilities and will be prevented from registering or graduating until all equipment has been paid for or replaced. If a student loses equipment, the student must submit a report detailing the circumstances, will lose access to Tech Center equipment and facilities and an appropriate charge may appear on your student account which will prevent the student from registering or graduating until all equipment has been paid for or replaced.

LATE EQUIPMENT: RETURNED AFTER 11:00 AM OR THE SPECIFIED TIME ON THE RETURN DATE TO THE TECH CENTER.

LOSS OF PRIVILEGES: NO ACCESS TO EQUIPMENT, SUPPLIES, FACILITIES OR SOFTWARE.

Local Address/Zip Code _____

Telephone _____

E-mail _____