



RECORDED LECTURE AGREEMENT

A student with a qualifying disability must be registered with the Office of Accessibility Resources and provide appropriate documentation supporting the requested accommodations and modifications. When the modification includes recording a lecture, class, or activity, the student must have a conversation with each professor regarding the use of this modification and, upon the request of the instructor, must sign a statement attesting to their understanding of the consequences for violations of this agreement. For the purpose of the agreement, a recording shall consist of: an audio replication recorded on devices including, but not limited to, audio recorders, cellular phones, MP3 players, computers and other handheld devices that record sound.

Conditions of the agreement:

- Lectures recorded for this reason may not be shared with other people without the consent of the lecturer. Recording of lectures or class presentations is solely authorized for the academic purposes of this individual.
- Recordings, course materials, and lecture notes may not be shared with other students, exchanged, or distributed for commercial purposes, for compensation, or for any other purpose other than study by the student named above.
- Permission to allow the recording is not a transfer of any copyrights in the recording. The recording may not be reproduced or uploaded to publicly accessible web environments.
- Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or College policy. Violation of this agreement may subject a student to disciplinary action by the College.
- The instructor *may inform* students in the class as well as guest speakers that permission was granted for audio recording to occur. The student using the modification will not be identified or singled out.
- The instructor may request the recording device be turned off during class discussions as long as non-disabled students in class are likewise prohibited from taking notes during discussions. Faculty need to communicate this policy to the class in a way that does not identify the student.

Course _____ Instructor _____

Student Name _____

Student Signature _____ Date _____

I acknowledge I have read, or have had read to me, and understand the conditions of this agreement.

Please forward this signed agreement to the Office of Accessibility Resources to be kept in the student's file.

'A recipient may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings that have the effect of limiting the participation of handicapped students in the recipient's education program or activity. In order to allow a student with a disability the use of an effective aid and, at the same time, protect the instructor, the institution may require the student to sign an agreement so as not to infringe on a potential copyright or to limit freedom of speech'.