



Disabled Student Programs & Services

## AGREEMENT FOR AUDIO RECORDING LECTURES

**Instructor:** If you choose to use this form, please meet privately with your student to review and complete it. Keep the original for your records.

**Student,** please complete:

I am requesting to record audio lectures in the following:

Fall

Spring

Summer I

Summer II

Course Title and Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

I, \_\_\_\_\_, agree to comply with the following policies and procedures:

- The recording will be used as an accommodation only when the student is present and cannot be used as a substitute for attendance.
- The recording will be used for the student's education purpose only and will not be used or released to others for any purpose.
- I understand that the information contained in the audio-recorded lecture is protected under federal and international copyright legislation, and may not be published, released or quoted without the lecturer's explicit written consent and without properly identifying and crediting the lecturer.
- I understand that at the discretion of the instructor, audio-recording may be prohibited during portions of classes which involve personal discussion and self-disclosure.
- I understand that violation of this agreement may subject me to discipline under the SBCC Student Code of Conduct and/or subject me to liability under copyright laws and/or civil litigation.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## **DSPS Audio Recording Lecture Policy**

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Tape recording is one of the accommodations specifically identified in Section 504, Subpart E Postsecondary Education, of the Rehabilitation Act of 1973, as a means of assuring full participation in educational programs or activities for students with disabilities. It is considered a reasonable accommodation under the law. Refusal to allow this accommodation to qualified students violates federal law.

Faculty have the right to protect intellectual property, and ensure that the use of recordings are for the sole use of the student as an accommodation; faculty may require students who use recordings to sign an agreement that protects the rights of the instructor and students in the class. At the discretion of the instructor, audio-recording may be prohibited during portions of classes which involve personal discussion and/or self-disclosure.