



Lecture Recording Policy and Agreement

Policy

Students who have (i) a qualifying disability, (ii) been approved to record class lectures as an accommodation, and (iii) signed this Agreement may record class lectures for personal study use only. Lectures recorded as part of an accommodation may not be shared with other people without the consent of the lecturer. Recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published without the consent of the lecturer. The instructor will be notified before class begins that a student may be recording the lectures as a disability accommodation. The recorded materials in any and all formats must be deleted within ten (10) calendar days from the completion of the term for the course.

Procedure

A student with a qualifying disability must be registered with the Academic Resources and Services. The student must provide the appropriate documentation to Academic Resources and Services pertaining to the disability. When appropriate accommodations have been discussed and agreed to by the student, and the accommodation includes recording a lecture, class, or activity, the student will sign this agreement and give it to their instructor for his/her signature.

One copy of this agreement will be kept in the student's confidential file, along with their disability documentation. Instructors may request a copy of this signed agreement to keep in their personal files.

Acknowledgment and Agreement

I, _____, have read and understand the above policy on recorded lectures at Scripps College, and I agree to abide by the policy with regard to any lectures I record while enrolled as a student at Scripps College.

Signature of Student

Date

Signature of Professor

Date

Academic Resources and Services Staff

Date

Course Title and Number