

## Recorded Lecture Agreement

A student with a qualifying disability who has registered with the Office of Accessibility Services (OAS) and receives notetaking as an accommodation may record lectures for his or her personal study use.

### **Students:**

- Understand that it is your responsibility to notify the instructor that they may be recording class lectures prior to recording any lectures.
- Understand that information from the recorded lecture is protected under federal copyright laws and may not be reproduced or uploaded to publicly accessible websites.
- Will not copy, distribute, or share these recordings with any other students or third party.
- Agree to delete the recorded materials in any and all formats at the end of the semester.
- Will retain the original recorded lecture agreement for their records.

### **Instructors:**

- May request a copy of the recorded lectures at any time.
- Understand that recorded lectures cannot be used against the faculty member, other lecturers, or students except when required by law (such as in the case where there is an explicit threat that has been made to public safety).
- May request a copy of the recorded lecture agreement for their records.

Both the student and instructor must sign this agreement before lectures may be recorded.

By signing below, I understand and agree to the terms of this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student ID #