Recording Lecture Agreement

Students who have a qualifying disability that limits their independence may record class lectures for their personal study use only. Lectures recorded for this reason 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 Information contained in the recorded lecture is protected under federal copyright laws and may not be published without the consent of the lecturer.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 student must sign this agreement before lectures can be recorded. The instructor will be notified before class begins that a student may be recording the lectures due to his/her disability. The student will delete the recorded materials in any and all formats within in ten calendar days from the completion of the term for the course.

Procedure
A student with a qualifying disability must be registered with the DLRC. The student must provide the appropriate documentation to DLRC 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 his/her personal files.

I, ____________________________, have read and understand the above policy on recorded lectures at Concordia University, Irvine, and I agree to abide by the policy with regard to any lectures I record while enrolled as a student at Concordia University, Irvine.

__________________________________________  __________________________________________
Signature of Student                         Signature of Instructor

__________________________________________  __________________________________________
Director of Disability and Learning Services  Course Title and Number