



Recorded Lecture Agreement

Students registered with the Office of Disability Support Services may have an accommodation to record lectures or may utilize recording as a part of their note taking-related assistive technology. This accommodation has been approved based on the documentation verifying the existence of a disability or condition protected under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Eligible students must present a current Letter of Accommodation to their Instructor before utilizing this accommodation; the accommodation for recorded lectures or audio note taking must be specifically stated in said letter.

These accommodations may include:

- Permission to record lecture
- Notetaking (Glean/Sonocent)
- Notetaking (SmartPen)

Conditions of this accommodation include:

- Instructors are suggested to inform the class that lectures will be recorded, but that recordings will be utilized by only the student recording the lecture and will not be shared with others outside of the class.
- Recordings of lectures or class presentations are solely authorized for the individual with the accommodation.
- Students are encouraged to only keep recordings longer than a semester if they pertain to knowledge used for a series of classes (e.g. Class 101 and 102) or for comprehensive exams.
- Students must destroy recordings after their last semester enrolled at Catholic University.
- Permission to allow the recording is not a transfer of any copyright in the recording. The recording may not be reproduced or uploaded to any publicly accessible web environment.
- Public distribution of such materials may constitute copyright infringement in violation of federal law, state law, or University policy. Violation of this agreement may subject a student to disciplinary action.
- Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, compensation, or any other purpose other than being directly related to their academic studies.

Both parties (Instructor and student) must sign this form, which should be returned to DSS by the student. It is the responsibility of the student to return this form to DSS, either in-person or electronically.

I, _____, have read and understand the above policy on tape-recorded lectures at The Catholic University of America, and I pledge to abide by the policy with regard to any lectures I tape while enrolled as a student at The Catholic University of America.

Student Signature

Date

Instructor Signature

Date