



THE CATHOLIC UNIVERSITY OF AMERICA
OFFICE OF DISABILITY SUPPORT SERVICES
127 PRYZBYLA CENTER
202-319-5211 PHONE 202-319-5126 FAX
CUA-DSS@CUA.EDU

RECORDED LECTURE AGREEMENT

_____ has a qualifying disability and may record class lectures for their personal study use only. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments, the purpose of this accommodation is to give the student an opportunity to demonstrate mastery of course content and information being tested by minimizing or eliminating the impact of the disability.

A student with a qualifying disability must be registered with Disabilities Support Services. The student must provide the appropriate documentation to Disabilities Support Services pertaining to the disability. When appropriate accommodations and modifications have been discussed and agreed to by the student, and the modification includes recording a lecture, class, or activity, the student will sign a pledge in agreement with Recorded Lecture Agreement.

For the purpose of this agreement, a recording shall consist of: an audio replication recorded on devices including, but not limited to, audio recorders, cellular phones, MP3 players, computers and other handheld devices that record sound.

Conditions of the agreement:

- All students in the class as well as guest speakers will be informed by the instructor that permission was granted for audio recording to occur. The student will not be named.
- Lectures recorded for this reason may not be shared with other people without the consent of the lecturer. Recording of lectures or class presentations is solely authorized for the purposes of this individual.
- Permission to allow the recording is not a transfer of any copyrights in the recording. The recording may not be reproduced or uploaded to publicly accessible web environments.
- Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by the students named above.
- Students must destroy recordings at the end of the semester in which they are enrolled in the class.
- Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or University policy. Violation of this agreement may subject a student to disciplinary action.

The student and faculty member must sign this pledge before lectures can be recorded. It is the responsibility of the student to notify the instructor that they may be recording the lectures due to their disability.

One copy of the pledge will be kept in the student's confidential file, along with their disability documentation within DSS. A copy of the signed pledge will be provided to the instructor to keep in his/her personal files.

Last Updated: 1/22/2018

RECORDED LECTURE PLEDGE

I, _____, have read and understand the Recorded Lecture Agreement and I pledge to abide by the conditions of the agreement with regard to any lectures I record while enrolled as a student at The Catholic University of America.

Signature of Student _____

Date _____ Witness _____

Faculty Member:

(Note: Upon signing this form, please make a copy for your records and give the other back to the student)

I agree to let the above named student record the following class: _____ for this semester only.

Instructor's Name

Instructor's Signature

Date