



Disability Support Services Trinity Washington University Class Recording Agreement

Disability Support Services (DSS) may assign a student the recording of a class lecture or session as a standalone accommodation or recording as necessary for the student's notetaking-based assistive technology accommodation. Such an accommodation is assigned to students with documented disabilities who are formally registered with DSS, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Requirements of using this accommodation include:

- Student and instructor must discuss a recording plan for class at the time the DSS accommodation letter is reviewed and signed for the term.
- The recording accommodation is intended for the student to record for educational purposes and personal use only. The student may not share the recording with others.
- Student may retain the recording for the duration of the class period, sequence of classes (e.g., Class 111 and Class 112), and/or for the purposes for comprehensive exam study, if applicable.
- Following completion of course and/or program of study at Trinity, student agrees to destroy the recording.
- A recording accommodation and use of such accommodation does not transfer copyright. Reproduction or public uploading of the recording is prohibited. Public distribution may infringe copyright laws, leading to disciplinary action, per university policy.
- In cases when class lecture or discussion involves material of a sensitive or personal nature, recording may be paused or stopped.

Both parties (instructor and student) must sign this form acknowledging the outlined parameters of the agreement listed above; the signed form must be returned to DSS.

Student Signature

Faculty Signature

Date