

Instructions and Agreement for Recording Lectures

Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,

<http://www.westga.edu/accessibility>

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ATTENTION STUDENT: If you are eligible for the accommodation of recording classroom lectures, as stated on your Student Accommodations Report (SAR), you are entitled to do so in a manner that is not disruptive to the class. In addition, you must discuss this accommodation with your instructor. Your instructor may require you to sign the agreement below.

ATTENTION INSTRUCTOR: If you have any questions or concerns regarding this accommodation, please feel free to contact Accessibility Services. The student's Accessibility Counselor will be glad to assist you.

Agreement and Conditions of Use for Audio Recordings of Class Lectures

Student Name: _____ Semester/Year: _____

Course Title: _____ Instructor: _____

It has been determined that you are a qualified student with a disability, and based upon that determination, you will be allowed to make audio recordings of lectures as a reasonable accommodation for the above-named course. Any review, dissemination, or use of these recordings or the contents of these recordings by any persons other than yourself are strictly prohibited. Due to academic integrity issues and the possibility that some of the materials may be under copyright, your signature below acknowledges your understanding that this accommodation is intended solely for your personal use and may not be shared with anyone else by any means including copying, electronic reproduction, electronic transmission, or in person. Violation of this agreement may result in disciplinary charges through the procedures established in the UWG Student Handbook.

By signing this document, I agree to abide by the rules listed above, and at the conclusion of the semester, I agree to destroy or transfer the audio recording to the instructor.

Student Signature

Student ID

Date

Acknowledged by:

Instructor