



Caltech Accessibility Services for Students
California Institute of Technology
1200 E. California Blvd, Pasadena, CA 91125
626-395-2961
Email: cass@caltech.edu

CASS Lecture Audio Recording Agreement

Students currently approved for an audio lecture recording accommodation through CASS 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. Violations of this agreement may result in disciplinary action.

Information contained in the recorded lecture is protected under federal copyright laws and may not be published without the consent of the lecturer.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. 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.

CASS will keep a copy of this agreement 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 the California Institute of Technology, and I agree to abide by the policy with regard to any lectures I record while enrolled as a student at the California Institute of Technology.

Signature of Student

Date: _____