



AGREEMENT REGARDING RECORDING OF LECTURES

Dear Professor,

Student Name	
Student Program	
Course Title	
Course Dates	

I am a student registered with Specialized Support and Disability Services (SSDS) at the University of Alberta. For accessibility-related reasons, one service accommodation I require is recording lectures.

By providing this signed form:

- I acknowledge that the lecture material recorded is proprietary, and to be considered your intellectual property.
- I agree not to share or transmit the recording in **any** form to **any** other person.
- The recordings shall not be sold, transferred, re-recorded, published or distributed in **any** way.
- I agree to erase/destroy the recordings when they are no longer needed by me for purposes of private study for this course.
- I acknowledge that misuse of the recordings may constitute Academic Misconduct.

<input type="checkbox"/>	I plan to record lectures in an audio-only format
<input type="checkbox"/>	I am asking for permission to record video lectures. (Online segments or video conferencing are not to be recorded without the permission and knowledge of the instructor and all other participants.)

Student Signature	Date
APPROVAL and ACKNOWLEDGEMENT OF INSTRUCTOR:	
Instructor Signature	Date

St. Stephen's College policy on Audio or Video Recording

Recording is permitted only with the prior written consent of the instructor and if recording is part of an approved accommodation plan. If an instructor grants permission, the recording should be solely for the personal use of the student to enhance their understanding of the lecture material. If a lecture is to be recorded, the instructor must notify the class that this is taking place. If the recorded lecture is intended for usage beyond individual study, the person making the recording must obtain the permission of all other individuals that appear in the recording. Online segments or video conferencing are not to be recorded without the permission and knowledge of the instructor and all other participants.

SUBMIT COMPLETED FORM TO REGISTRAR'S OFFICE (st.stephens@ualberta.ca).