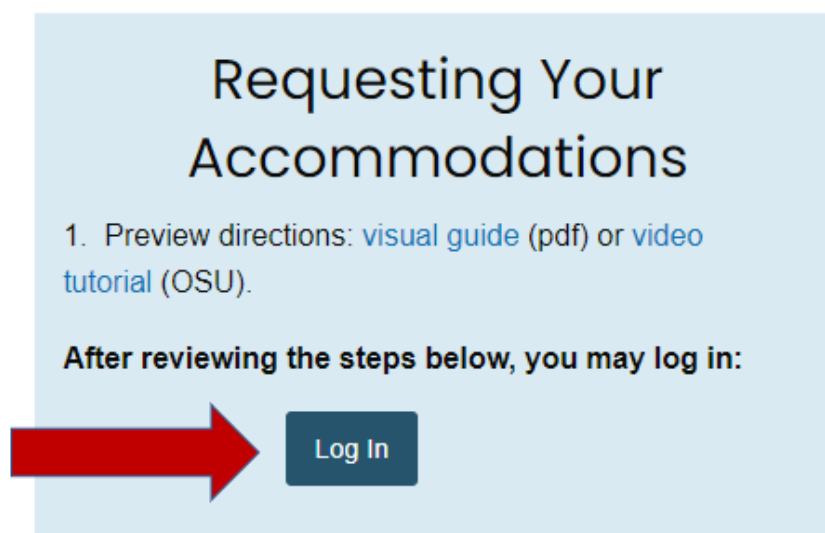


Student Agreement Form for Recording Lectures

Important Information: You must contact disabilityservices@cocc.edu if you have any concerns about signing your agreement.

1. **Log In**- Log in from the Disability Services home page using your Single-Sign On and clicking 'log in' under the requesting your accommodations section.



2. **Read the form and agree.** You will not be able to select your accommodations until your e-form is signed. A copy of the form is below:

Background: Under Section 504, Subpart E Postsecondary Education, of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide reasonable accommodations to a student's known disability and may not deny equal access to the institution's programs, courses, and activities. As directed by the Services for Student of Disabilities department, you have been approved for the accommodation to record lectures as a reasonable accommodation.

The format of recording may vary based on student need and additional services provided by the recording, such as live and post production captioning. These format can include recording remote via platform (Zoom), smart device, smart app, digital recorder, etc.

Student responsibility: It is instructor discretion on the general allowance of recording lectures. To be given permission to record lectures as a disability accommodation, you are subject to the following conditions for every class and every term you are enrolled at COCC:

1. Inform the instructor of your intention to record class lectures.

2. Do not copy or share audio recordings with anyone, except for additional accommodation needs as agreed upon by the Services for Students with Disabilities Department. Lectures recorded for educational purposes may not be shared with other people without the consent of the lecturer.

3. At the conclusion of the course, you will confidentially dispose of audio recordings from all the classes (delete, erase, etc.)

Sensitive Content: Occasionally, instructors object to the use of a recorder in classes that involve a great deal of self-disclosure from students as part of the class, fearing that the recorder will inhibit students from freely sharing. The use of a recorder is to replace the student's note taking ability. If these open discussions are not appropriate subject matter for any student to be taking notes, the instructor may request the recording device be turned off during class discussions as long as non-disabled students in class are likewise prohibited from taking notes during discussions.

Instructor Responsibility: The instructor is subject to the following conditions:

1. Instructors may inform all students in the class that permission to record the class has been granted, while keeping the identity of the accommodated student confidential.

2. If the instructor is concerned that recording of the class activity, discussions, and lectures by a student registered with DSS will fundamentally alter the classroom experience, they should contact DSS to conduct a review which can include the Instructor, Program Director, Department Chair, Instructional Dean, and Vice President for Instruction.

I, the student, have read and understand the above agreement on recording lectures at Central Oregon Community College, and I agree to abide by this policy with regards to recording lectures. The Student Code of Conduct will cover any violations of this agreement.