



QUINCY COLLEGE | PLYMOUTH & QUINCY CAMPUSES

FOCUSED ON TEACHING & LEARNING, ONE STUDENT AT A TIME

Quincy Campus, 1250 Hancock Street, Quincy, MA 023169 Suite 508

Plymouth Campus, 36 Cordage Park, Plymouth MA 02360 Suite 220

DISABILITY SERVICES OFFICE

Quincy Campus – Pete Luizzi, Phone: 617- 405-5915 FAX: 617-984-1792

Plymouth Campus – Phone: 617-984-1731 FAX: 617-984-1792

Agreement for Recording Lecture and Discussions

Under Section 504 of the 1973 Rehabilitation Act and the American 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.

Audio recording is a reasonable accommodation for students whose documentation calls for this accommodation. Quincy College allows audio recording of lectures when an accommodation letter from the Disability Services Office (DSO) is received by an instructor.

Upon receiving this form, the instructor must announce to the class that the lectures for the semester will be recorded. Additionally, the instructor must provide written communication detailing the same message (via email and/or the course syllabus).

Students must notify the instructor/faculty member(s) prior to recording. In addition, due to academic integrity issues relating to the course itself and due to an instructor’s potential copyright in the lectures, qualified students with disabilities who require recording as a reasonable accommodation must sign this agreement before the start of the recording (i.e. before the start of the semester).

I, _____ (*please print*) agree that I will not release the recording and/or transcripts, profit financially, or allow others to benefit personally from lectures and discussions I will record in:

Course number _____

Course title _____

Instructor _____

In addition, I will not allow anyone else to listen to or use the audio recording, except for a transcriber who may be required to type it if needed for the accommodation. Further, I will not make copies of the recordings. I understand that a violation of this Agreement may subject me to discipline under The Student Code of Conduct and/or subject me to legal liability.

Student signature

Date

Instructor signature

Date