



## TAPE RECORDING/ TRANSCRIPT SERVICES CONTRACT

Campus policy and federal law require that students be permitted to use a tape recorder or captioning services in an academic setting when tape recording/transcripts of material is necessary to provide reasonable accommodations for a documented disability. The following agreement is intended to protect the rights of the student and faculty member while complying with this policy.

\_\_\_\_\_ Course

\_\_\_\_\_ Semester/Year

I, \_\_\_\_\_, do hereby agree to use tape recordings or transcriptions only for study and classroom use. I agree not to release, share or duplicate tape recordings or transcriptions without authorization of the undersigned faculty member. I agree not to use taped or transcribed materials in any way which would interfere with the legal right of privacy or the faculty members' efforts to obtain copyright.

I further agree to handle all taped or transcribed material in a manner designated by the undersigned faculty member:

- \_\_\_\_\_ Student may keep material
- \_\_\_\_\_ Return to professor
- \_\_\_\_\_ Return to Disability Support Services for destruction
- \_\_\_\_\_ Student is responsible for erasing/discarding material
- \_\_\_\_\_ Other: \_\_\_\_\_

The above is an agreement between the following parties:

\_\_\_\_\_ Professor's Name (Printed)

\_\_\_\_\_ Date

\_\_\_\_\_ Professor's Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date