



## Recording Lecture Notes and Transcription Agreement

It has been determined by Disability Support Services that I am allowed to record and/or transcribe the lectures in my courses as an accommodation, with certain stipulations. As a student who uses services provided by Disability Support Services, this accommodation is in accordance with federal laws and regulations as well as the [University Policy Statement 330.230: Recording and Transcription of Class Content by Students](#).

I agree:

- ☐ To use these recordings and transcriptions of any class content solely for my private academic use and study.
- ☐ At the request of my professor or classmates, to cease recording or transcribing when a classroom discussion includes personal, confidential information.
- ☐ Not to share these recordings, transcriptions, notes or slides with any individual or entity without the prior written consent of my professor and the students in the class.
- ☐ Not to hinder my professor's ability to obtain a copyright of the course material and content.
- ☐ I understand that it is my responsibility to erase recordings or transcriptions immediately after the course final.
- ☐ I understand that this agreement remains in effect for my entire tenure as a student at California State University, Fullerton.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
CWID

\*This agreement can also include instructor's lecture notes or slides provided as an accommodation.

Please sign and return this document to Disability Support Services at  
[dsservices@fullerton.edu](mailto:dsservices@fullerton.edu)