

<b>Title:</b>	Recorded Lecture Policy and Procedure
<b>Policy Owner:</b>	Office of Academic Support and Disability Services
<b>Contact Information:</b>	Office of Academic Support and Disability Services <a href="mailto:OASDS@juilliard.edu">OASDS@juilliard.edu</a>
<b>Applies to:</b>	Tianjin Juilliard students
<b>Effective Date:</b>	September 17, 2020

Students with disabilities who are unable to take or read notes have the right to record class lectures solely for **personal study purposes**. Using lecture recordings for any reason other than private study purposes will be considered a violation of the Tianjin Juilliard Student Code of Conduct and subject to disciplinary action.

The following uses of these personal recordings are **not permitted**:

- Sharing with other people (including other classmates) without the consent of the lecturer
- Using outside the Tianjin Juilliard academic curriculum.

Information contained in the recorded lecture is protected under applicable copyright laws of the United States and People's Republic of China (in case of any conflict, the higher standards will prevail) and may not be published or quoted without the express consent of the lecturer and without giving proper credit to the lecturer.

## Disability-related Accommodation Information

The Tianjin Juilliard School will make reasonable accommodations for students with qualified disabilities. Students must first self-identify as a student with a disability to the Office of Academic Support and Disability Services (OASDS) and submit the registration paperwork and any required documentation before requesting to record class lectures as a disability-related accommodation. OASDS will engage with the student in an interactive process in determining the student's eligibility to record lectures as an accommodation. If approved, OASDS will include this accommodation in the student's reasonable accommodation plan agreement, which will be distributed to the student's course instructors at the beginning of the term. Students must also agree to abide by this policy by signing the Student Agreement for Recording Class Lectures below for every class for which they are receiving this accommodation.

## Student Agreement for Recording Class Lectures

I, \_\_\_\_\_ (student's name), acknowledge and agree to use the recordings of any class lecture and class critiques exclusively for my private use and study. Lectures recorded for this purpose may not be shared with other people without the written consent of the lecturer. Recorded lectures and class critiques may not be used in any way against the faculty member, other lecturers, or other students whose comments are recorded as part of classroom activity. Information contained in the recorded lecture is protected under applicable copyright laws of the United States and People's Republic of China (in case of any conflict, the higher standards will prevail) and may not be published or quoted without the express consent of the lecturer and without giving proper credit to the lecturer. I hereby acknowledge that I have read and understood the above policy and will abide by the policy with regard to any lecture and class critiques I record while enrolled as a student at The Tianjin Juilliard School. I further understand that the reference to recordings includes any transcript produced from the recording.

COURSE NUMBER: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

STUDENT'S SIGNATURE:

X \_\_\_\_\_

DATE: \_\_\_\_\_

OASDS REPRESENTATIVE:

Dan Stokes, MEd, CRC

Director Office of Academic Support and  
Disability Services (OASDS)

OASDS Representative Signature

X \_\_\_\_\_

DATE: \_\_\_\_\_