



Disability Services and Programs for Students

## AGREEMENT FOR COPY OF CLASS PRESENTATION MATERIALS

**Instructor:** If you choose to use this form, please meet privately with your student to review and complete it. Keep the original for your records.

**Student, please complete:**

I am requesting to receive a copy of class presentation materials for:

Fall

Spring

Summer I

Summer II

Course Title and Number: \_\_\_\_\_ Instructor: \_\_\_\_\_

I, \_\_\_\_\_, agree to comply with the following policies and procedures:

- The instructional materials will be used as an accommodation only when the student is present and cannot be used as a substitute for attendance, unless there are extenuating circumstances.
- The instructional materials will be used for the student's educational purposes only and will not be used or released to others for any purpose.
- I understand that the information contained in the instructional materials may be considered the instructor's intellectual property and is protected under state and federal laws, and may not be published, released or quoted without the lecturer's explicit written consent and without properly identifying and crediting the lecturer.
- I understand that violation of this agreement may subject me to discipline under the SBCC Student Code of Conduct and/or subject me to liability under copyright laws and/or civil litigation.

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

## DSPS Copy of Class Presentation Materials Policy

---

***It is the student's responsibility to initiate the conversation with the instructor to make specific arrangements.***

Instructors are asked to share a copy of materials presented to the class with the DSPS student, to reduce the amount of information that needs to be hand copied. This accommodation does not require the instructor to share their own personal notes or outlines they use for lecturing. Only written materials presented to the entire class are shared with the DSPS student.

Any materials shared with students are the intellectual property of the instructor and may only be used for learning course content. In cases where copyright law prevents the distribution of presentation materials, students should meet with their instructor and/or DSPS Specialist to discuss alternative means of accessing these materials. Requesting class presentation materials from your instructor should be made in a timely manner.

Faculty have the right to protect their intellectual property, and ensure that the use of the provided class presentation materials are for the sole use of the student as an accommodation; faculty may require students who use this accommodation to sign an agreement that protects the rights of the instructor of the class.