

**MSVU Agreement to Transcribe Classes  
(between instructor, student, and university)**

The following agreement is aimed to protect the integrity and quality of the teaching environment, the interests of the University, the instructor, and students.

**For students with a documented disability only**, and in the spirit of reasonable accommodation, this agreement grants permission to transcribe a class provided that this agreement is signed by the student, instructor, and the Coordinator of Accessibility Services as a representative of Mount Saint Vincent University.

Students are also advised that transcription in class during discussions may infringe on the privacy of other students. Therefore, all students in the class will be informed that transcription is being conducted. In certain cases, there may be concern in transcribing some classes (or portions of classes) that involve personal discussion and self-disclosure by students, fearing that transcribing will inhibit the free exchange of information. However, because the ability to transcribe is necessary as a substitute for note-taking by the accommodated student, it would be unfair to require the accommodated student to stop transcribing while allowing other students to continue taking notes. Therefore, at the discretion of the instructor both note-taking and transcribing may be prohibited during classes or portions of classes which involve personal discussion and self disclosure.

The student to whom this permission is granted will agree to the following:

I, \_\_\_\_\_, will take responsibility to safeguard the instructor's intellectual property

1. by using the transcriptions for my private studies only;
2. by never sharing the transcriptions with other people;
3. by never using the transcriptions in a malicious way against the instructor or against students whose classroom comments are transcribed as part of class activity;
4. by never reproducing the transcriptions in any way, publishing, selling, or quoting the information transcribed and;
5. by immediately destroying the transcriptions when no longer needed or, at the latest, at the end of the course.

**“I understand that violating this Agreement will result in withdrawal of permission to transcribe lectures and, will lead to denial of similar requests in the future. Additionally, failure to comply with this Agreement will result in immediate academic penalty including loss of credit in the course indicated by an F on my academic transcript.”**

I have read and understood the above agreement. I agree that I will abide by the above stated terms of this agreement.

Student \_\_\_\_\_

Date \_\_\_\_\_

Instructor \_\_\_\_\_

Date \_\_\_\_\_

Coordinator of Accessibility Services \_\_\_\_\_

Date \_\_\_\_\_