



Claremont Graduate University

Request to Record an Academic Event at Claremont Graduate University

TRANSCRIPTION/AUDIO/VIDEO RECORDING OF CLASSES: Claremont Graduate University supports an open exchange of ideas in the classroom. To ensure that all parties are free to express their view in the classroom environment the University has established the following procedure for requesting permission to transcribe or audio/video record class for academic reasons. Any individual requesting permission to record a class, guest lecturer, or presentation, or to receive an automated transcription for his/her academic use, must receive prior written permission from the faculty member, guest lecturer and/ or presenter(s) for his/her academic use, must receive prior written permission from the faculty member, guest lecturer and / or presenter(s) before recording or receiving a transcription of any portion of the event. Any individual requesting permission to record said events for dissemination must also receive prior written permission from any attendee whose voice, image or likeness is likely to be heard or seen in the recording.

For requestor to complete:

I, _____, wish to record the following
(Full Name)
academic event at Claremont Graduate University:

- The recording is for academic use ONLY.
- I plan to disseminate the recording to the following media sources:

STUDENTS MUST READ CAREFULLY BEFORE SIGNING: I have read and understand the Claremont Graduate University policy on the recording, use and dissemination of academic events and agree to abide by the policy. All approved requests must be made in writing to Quamina Carter, Dean of Students and Campus Life, prior to the event and are only valid for the specific event identified.

Signatures:

Signature of Requestor

Date

Signature of Faculty Member

Date

Signature of Guest Lecturer or
Presenter(s)

Date