



Request to Record an Academic Event at Claremont Graduate University

Audio/video Taping 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 policy regarding the audio/video taping of classes (this includes film and electronic recording). Any individual wishing to record any class, lecture, presentation, etc. for his/her personal use only must receive prior written permission from the faculty member, lecturer, presenter, etc. before recording any portion of the event. Any individual wishing 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 due to dissemination."

For requestor to complete:

I, _____, wish to record the following
(Full Name)

Academic event at Claremont Graduate University:

- The recording is for my own personal use.
 I plan to disseminate the recording for the following media:

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 (please refer to www.cgu.edu/pages/996.asp) and agree to abide by the policy. All approved requests must be turned into Carol Toscano, Dean of Students Office, Harper Hall East and are only valid for one semester.

Signatures:

Signature of Requestor

Date

Signature of Faculty Member
(if the recording is to be disseminated)

Date