



Audio Recording Policy and Procedure, and Agreement

Student Accessibility Services (SAS), in accordance with the Americans with Disabilities Act as amended in 2008 and Section 504 of the Rehabilitation Act of 1973, has established the following policy:

Audio Recording Lecture Policy

Students with disabilities may record the audio of class lectures, as an accommodation, if they have a disability that significantly impacts their ability to independently take notes. Such recordings are for their personal study only. For this reason, any portion of the recorded lecture may not be shared or reproduced in any fashion without the consent of the lecturer. Recorded lectures may not be posted online in any format or context.

Legal Background

Section 504 of the Rehabilitation Act of 1973 (*34 C.F.R. Part 104.44b*) states:

(b) *Other rules.* A recipient to which this subpart applies may not impose upon handicapped students other rules, **such as the prohibition of tape recorders in classrooms** or of dog guides in campus buildings that have the effect of limiting the participation of handicapped students in the recipient's education program or activity.

Procedure

A student with a disability must be registered with SAS and provide the appropriate documentation to SAS pertaining to the disability in order to receive approved accommodations. When appropriate accommodations have been discussed and agreed to by the student, and the accommodation includes recording a lecture, class, or activity, the student will sign the following agreement:

Recorded Lecture Agreement

I _____ understand that these recordings are for my
(print name)

personal use **only**. The class lectures as presented are the intellectual property of the course professor and comments made by my classmates are their own intellectual property. I agree that I will not share or transfer these recordings by any method currently available or any method which may become available in the future. This means I will not give the recordings to others, upload them to file-sharing sites, post them to the web, provide them to journalists, or share them in any other way. Violation of this agreement could negatively impact my grade or bring other sanctions, depending on the violation.

Signature of Student _____ Date _____