

## Agreement for Recording Lectures

Under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide auxiliary aids and services to students with documented disabilities and not deny equal access to the institution's programs, courses and activities. For a variety of reasons, some students are not able to take adequate notes during class. Audio recorders are a legitimate auxiliary aid to supplement or substitute note taking for some students with disabilities.

Students should seek the permission of their instructor before using any recording devices to record lectures, discussions, etc. If such permission is granted, neither the resulting recordings nor any form of copies of transcripts of the recordings may be used for any other purpose than as a replacement for notes taken in class. Permission to make recordings will not be withheld if such recordings are reasonably necessary to accommodate a student's disability as defined by law.

*Instructors have the option to request a student who uses a recorder to sign an agreement for recording and present the form to the instructor.*

### **A note about classes that involve self-disclosure from students:**

In some cases, instructors may object to the use of an audio-recording device in classes (or portions of classes) that involve personal discussion and self-disclosure by students, fearing that audio recorders will inhibit the free exchange of information and potentially violate students' right to privacy. However, because the use of a recording device is necessary as a substitute for note-taking by the accommodated student, it would be unfair to require the accommodated student to stop recording while allowing other students to continue taking notes. Therefore:

- At the discretion of the instructor both note-taking and audio-recording may be prohibited during classes or portions of classes which involve personal discussion and self-disclosure.
- As an alternative in such cases, the accommodated student may need to be provided with copies of notes made by a designated note taker. Such notes should refer only to principles, theories, and techniques demonstrated within the context of those discussions, and not to specific content or personal details that may have been shared in such a forum.

Portions of this handout and agreement were taken from similar publications at Saginaw Valley State University & the University of Windsor.

***Student and instructor should keep a copy of this agreement. Please forward a copy to Accessibility Resources, FR 154. Thank you.***

## AUDIO RECORDING AGREEMENT:

**Student, please review and INITIAL each statement, then sign the agreement below:**

\_\_\_\_ I understand that because of my disability I have been approved to produce audio recordings of class lectures for my personal study use only, and no other purpose.

\_\_\_\_ I understand that I may not share the audio recordings with others or profit financially from the content I record.

\_\_\_\_ I understand that information contained in the audio-recorded lectures is protected under federal and international copyright legislation, and may not be published or quoted without the lecturer's explicit consent and without properly identifying and crediting the lecturer.

\_\_\_\_ I understand that in some cases recording may be prohibited at the discretion of the instructor when the content involves personal discussion and/or self-disclosure. In these cases the student will work with the instructor to obtain alternative note taking assistance to supplement these sections of the course.

\_\_\_\_ I agree to delete the recordings at the conclusion of the semester.

**Violating this agreement may result in the withdrawal of the authorization to record in the course, as well as to a review of this accommodation or similar services in the future.**

**I agree that I will follow the terms of this agreement in accordance with the spirit of the agreement.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Dragon ID

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Course/Instructor

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date Signed

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