

AUDIO RECORDING FACT SHEET

Students with disabilities who are found eligible by Accommodations and Accessibility Services have the right to audio record class lectures for their personal use only (84.44 of Section 504 of the Rehabilitation Act of 1973 P.L. 93-112, amended P.L. 93-516). For the purposes of this accommodation, recording may include lectures, discussions, presentations, and other classroom activities.

Students may use a recording device including, but not limited to, audio recorders, cellphones, laptops/computers, and other handheld devices that record sound.

Student Responsibilities

Students are required to present the Memorandum of Accommodation (MOA) and initiate a conversation with the instructor before using this accommodation. Students should contact their assigned Counselor if they have concerns with the implementation of this accommodation.

Key points:

- The recordings are for the sole academic use of the student and may not be shared at any point during or after the course with other individual.
- Recorded lectures may not be used against the faculty member, other lecturers, other students, or any other classroom visitors whose comments are recorded as part of the classroom lecture/class activity, etc.
- Information contained in recorded lectures is protected under federal copyright laws, and may not be reproduced, published, posted, or quoted without the expressed consent of the lecturer and without giving proper identity and credits to the lecturer.
- Recordings may not be shared, exchanged, or sold for compensation, or any other reason than the academic use by the student who is recording.
- All recordings must be destroyed at the end of the semester once the exam for the course has been given or by the last date of scheduled exams for the semester if no exam is to be held for the course.
- Non-compliance with these responsibilities will be a violation of the Student Code of Conduct and subject to further disciplinary action by the institution.

Instructor Responsibilities

Instructors who have questions or concerns about implementation of the accommodation are asked to consult with Accommodations and Accessibility Services.

Key points:

- Allow the student to record.

Accommodations and Accessibility Services

- If deemed necessary, may inform other students and any guest speakers that permission has been granted for audio recording in the classroom. The student using the accommodation may not be identified or singled out.
- May request the recording device be turned off during class if the classroom discussion is of a personal nature and involves self-disclosure. Faculty must also ensure non-disabled students are also not allowed to take notes during that time.