

Accommodation Guideline: Digital Recording

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects her/his ability to take or read notes may be permitted to audio-record class lectures as a form of reasonable academic accommodation. Use of this accommodation is subject to the following conditions:

1. The student must notify the professor of the course prior to recording.
2. Recordings of class lectures are only for the student's personal use in study and preparation related to the class.
3. The student must comply with professors' requests to stop recording during discussions, demonstrations, guest speakers, or other situations of a sensitive nature that do not contain information affecting course competencies or grades.
4. The student may not share these recordings with any other person without the written consent of the professor.
5. Information contained in the recorded lectures is protected under federal copyright laws and may not be published or quoted without the written consent of the professor and without giving proper identity and credit to speakers.
6. The student may not use the recorded lectures in any way against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity.
7. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the professor, student will return all class recordings to the professor for erasure. Professors should provide Disability Services with a copy of the written request.
8. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the professor.