

## Audio Recording Policy and Agreement

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the Disability Resource Center (DRC) has established the following policy:

### Audio Recording Lecture Policy

Students approved to record lectures as a reasonable accommodation may audio record class lectures to support their learning needs. Such recordings are permitted solely for the student's personal use during study or completion of required course activities. At no time shall the student share or reproduce the audio recording in any manner without the consent of the course instructor/lecturer and all other individuals in the recording. This prohibition includes but is not limited to: distribution to current, former, or future students; posting to social media or another online platform or; broadcast of audio content in any manner or media.

### Procedure

A student with a disability must contact the DRC to request reasonable accommodation and provide the appropriate documentation requested by the DRC pertaining to the disability. The student must attend an intake meeting with the assigned DRC specialist to consider the request for accommodation. If an accommodation approving audio recordings occurs by the DRC, the student must sign the following agreement:

### Audio Recording Lecture Agreement

I, \_\_\_\_\_ (print name) understand and agree to the following:

- Recording lectures, class discussions, or activities are intended for my personal use to support class preparation and studying ONLY.
- The class lectures as presented are the intellectual property of the course professor/instructor and comments made by my classmates in the course are confidential under the Family Educational Rights and Privacy Act (FERPA).
- I agree that I will NOT give the recordings to, or allow the recordings to be viewed or heard by others, upload them to file-sharing sites, post them to the internet, provide them to journalists, or share them in any way.
- I agree that I will NOT video my instructors or classmates and will ONLY record audio from my courses or lectures.
- I agree to destroy the recording of every class lecture within two (2) weeks after the end of each semester, and securely store them in a manner that prevents access by anyone other than me.

I understand that if I violate this agreement, I am subject to discipline under the Student Code of Conduct and sanctions may include anything from a warning to expulsion by the University.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CWID:** \_\_\_\_\_