Audio-recording Policy

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General Description

Policy Summary:

Many students with varying types of disabilities benefit from recording lecture content for later review and studying. Student Accessibility Services establishes a procedure for students to request this reasonable modification in their courses when necessary.

Purpose:

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act stipulate that reasonable and appropriate modifications to a course should be made provided the individual requesting such modifications can indicate the presence of disability-related rationale that limits a major life activity.

Scope:

Students with disabilities who are otherwise qualified and registered with Student Accessibility Services, and any university employee who is tasked with implementing accommodations approved by Student Accessibility Services.

Policy Content

Introduction

Many students with varying types of disabilities benefit from recording lecture content for later review and study. Students seeking to audio-record in their courses must present documentation that clearly supports the need for the request. After a student's documentation has been reviewed and the request has been approved, the student must meet with their SAS Accessibility Specialist to obtain additional information concerning this process and discuss how to make effective use of this accommodation.

Accommodation Parameters

- The contents of courses are subject to intellectual property rights.

- The recordings are solely for the student's access in the courses, used for those courses only and for the current semester only.

- Sharing, publishing, or distribution of the recordings in part or in whole with any other person or entity is strictly prohibited.

- The student may not publish or quote the lecture without the written consent of the lecturer.

- Students are required to delete all recorded lectures or return all recordings to SAS or the instructor at the end of the semester (immediately after taking the final exam) or immediately after dropping the course.

- Students may utilize any tool to audio record lectures and other course content, provided the tools will not unreasonably interrupt, disturb, or otherwise interfere with course activities.

Student Responsibilities

- The student must register with Student Accessibility Services by following the appropriate procedures.

- The student must provide Student Accessibility Services with the appropriate documentation validating the request for audio-recording eligibility.

- The student must complete an Audio Recording Agreement with Student Accessibility Services each semester they desire to use the accommodation.

- 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.

- The student must return and/or delete all audio recordings by the last day of finals of the semester.

  Failure to return and/or delete audio recordings may result in further actions on behalf of Student Accessibility Services as outlined above.

Instructor Responsibilities

- Instructors for the impacted courses must verify that a student who requests audio-recording as an accommodation is registered with Student Accessibility Services and is eligible to receive this accommodation.

- Instructors are expected to discuss with the student how the audio-recording accommodation will be used during lectures, as the accommodation can be provided in a variety of different ways.

  The delivery methods of these accommodations may include but are not limited to the following options:

  a. If lectures and course meetings are delivered live, in-person, the student may utilize any device to audio record lectures and other course content provided the device will not unreasonably interrupt, disturb, or otherwise interfere with course activities. Instructors should discuss the placement of the device in the classroom as well as expectations for the return or deletion of recordings at the end of the semester.
  b. If lectures and course meetings are delivered live and online, instructors should discuss options to get an audio or video recording of the lecture. Instructors can consult with Student Accessibility Services regarding strategies and tools for obtaining an audio or video recording for a lecture.
  c. If lectures and course meetings are delivered asynchronously, the audio recording accommodations may be met through videos and content uploaded to the course portal. Instructors can consult with SAS about whether the audio-recording accommodation might apply to their class in this case prior to discussing the accommodation with the student.

- Instructors should remind the student at the end of the semester that the student must either delete all recordings or can send all recordings to SAS or the instructor by the last day of finals week.

- Instructors should allow recording of all course material aside from situations of a sensitive nature that do not contain information affecting course competencies or grades.

Performance Evaluation

Consequences of Policy Violation:

Failure to abide by this policy may result in the suspension or revocation of this accommodation. Violation of this agreement may impact grades received in the course or bring other consequences, depending on the violation.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Reasonable	Students approved for accommodations are held to the same standards as

Term:	Definition:
Modifications	their peers and must continue to meet all course objectives and expectations as set by their instructors in the syllabus. "Reasonable and appropriate" refers to the nature of an accommodation, adjustment, and modification made that reflects the student's ability to still meet the course objectives and expectations.

Related Documents

Related Content:

Some resources related to audio recording accommodations include:

- Instructions for recording Zoom lectures in the cloud and to your computer
  - If using the local recording to your computer option, instructors will want to get a transcription of the video for captions through a tool like Otter.AI
  - If using cloud recording, instructors can refer to this article for more information on **how to enable audio transcription** on their Zoom calls.
- Suggestions on methods and tools for best quality of audio recordings

Revision Management

Revision History Log:

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v2.0	8/14/2025 10:07 AM	Pamela Mota
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