



## Services for Students with Disabilities

### Permission to Record Lectures Policy

- Student responsibilities:
  - Complete and sign an Audio-Recording Agreement for EACH class.
    - Available online at [Audio Recording Agreement](#).
  - Provide and operate your own recording device.
  - Attend class regularly.
- Professor Responsibilities
  - Read and sign the Audio-Recording Agreement.
  - If the nature of the class discussion is confidential, request that recording devices be turned off for the duration of the sensitive discussion only.
    - Material presented during this time cannot be used on an exam.
  - Cooperate with the student if a microphone is necessary to achieve acceptable sound quality for the recording.
- Things to Keep in Mind
  - Audio recording is never a substitute for attending class.
  - Recordings are for the use of the individual student only and may not be shared or distributed in any way.