



Accessibility Services Audio Record Lectures Agreement

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Accessibility Services works to ensure that appropriate classroom accommodations are provided for students who are eligible for services. To maintain the integrity of classroom accommodations, the following rules apply to all requesters and recipients of this accommodation.

1. Students must request audio recorded lectures as an accommodation on their *Accommodations Request Form*.
2. Students must show the instructor their Letter of Accommodations so that the instructor can verify approval to audio record lectures.
3. Students are allowed to use audio recording devices such as livescribe pens, voice recorder devices, or recording software from a cellphone, tablet, or computer (e.g. glean, audionote, Otter.ai, etc.).
4. The instructor may request the audio recording device be turned off during class discussions, as long as non-disabled students in class are likewise prohibited from taking notes during discussions. The instructor must communicate this policy to the class in a way that does not identify the student.
5. The instructor may inform students in the class and guest speakers that permission was granted for audio recording. The student using the modification will not be identified or singled out.
6. By utilizing this accommodation, students agree to the following policies:
 - a. You will notify the instructor and come to an agreement regarding any concerns that they have prior to engaging in any audio recording.
 - b. Students will use the audio recordings solely in pursuit of their educational program, not for any commercial or non-educational purpose.
 - c. Students will not engage in any secret audio recordings of lectures or interactions.
 - d. Students will not share the audio recordings with other students or anyone else. Public distribution of audio recordings may constitute copyright infringement in violation of federal law, state law, or Rowan University policy.
 - e. Students will erase the audio recordings at the conclusion of the course (within 7 days after issuance of a grade) unless they obtain written authorization from the instructor to retain the recordings beyond this period.
 - f. Students agree not to share audio recordings or upload them to any electronic device or social media platform.
 - g. Violation of this agreement may subject a student to disciplinary action.

Student Information

The student must sign this agreement at the request of a faculty member before lectures can be audio recorded.

Student name/ Phone number _____ Student banner ID # _____

Course/ Section and Professor Name _____

Student Signature and Date _____