



ACCOMMODATION GUIDELINES: RECORDING OF CLASS LECTURES

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects the student's ability to take or read notes may be permitted to audio-record class lectures as a reasonable academic accommodation.

In an effort to ensure faculty concern for privacy and protection of copyright while still assuring the availability of recording classroom lectures as a reasonable accommodation for students, use of this accommodation is subject to the following conditions:

1. The faculty member must have received the DRS Faculty Notification Letter specifying the recording of classroom lectures as a reasonable accommodation.
2. Recordings of class lectures are only for the student's personal use in study and preparation related to class.
3. The student must comply with a faculty request 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 faculty member should provide as much notice of these situations as possible in order for the student to coordinate with the faculty member and DRS to have notes taken on the substantive parts of the lecture.
4. The student may not share these recordings with any other person without the written consent of the faculty member.
5. Information contained in the recorded lectures may be protected under federal copyright laws and may not be published or quoted without the written consent of the faculty and without giving proper identity and credit to speakers, this includes publication via any social media platform, emails, or text messages.
6. The student may not use the recorded lectures against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity. This provision is subject to the protections under policy and the law.
7. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the faculty member, student will return all class recordings to the faculty member for erasure. Faculty members should provide DRS with a copy of the aforementioned written request. Likewise, students are not permitted to post the lectures on any social media platform.
8. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the faculty member.

9. Audio recordings outside of the typical classroom experience (including fieldwork, internships, etc.) may be discussed on a case-by-case basis in collaboration with the faculty member, program of study, site manager, and DRS.

Violation of this rule may be deemed "academic misconduct" prohibited by the Student Code of Conduct.

If faculty members have questions or concerns regarding the recording of their class discussions, or the nature of the information presented here, please consult with your DRS office or the Office of General Counsel.

Relevant regulations include: 34 C.F.R. § 104.44(b), Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 394 (Sept. 26, 1973), codified at 29 U.S.C. § 701 et seq.

For additional information on this subject please feel free to email Melissa Flores at Melissa.Flores@domail.maricopa.edu.