

**Office of Student Disability Services**

University of Maryland, Baltimore County

Math/Psychology

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## Agreement for Recording of Lectures

### Background

Under Subpart E of Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA), institutions of higher education must provide auxiliary aids and services to students with documented disabilities. Institutions are prohibited from denying equal access to the institution's programs, courses and activities. For many reasons, some students are not able to take adequate handwritten or typed notes during class. Audio recorders are a legitimate auxiliary aid to supplement or substitute note taking for some students with disabilities. Thus, audio recordings are generally considered a reasonable accommodation for students whose disability documentation calls for this accommodation and have been approved for it by the Office of Student Disability Services.

Faculty have the option and right, (e.g., intellectual property rights), to require a student who uses any such recording device to record faculty lectures/course discussions to sign an agreement setting forth the terms under which the recording may be used and the length of time the recording may be kept prior to disposal. However, permission to make recordings cannot be withheld if such recordings are reasonably necessary to accommodate a student's disability as defined by law.

In light of faculty rights and in accordance with a student's approved disability accommodation, students are required to notify their instructor(s) before using any recording devices to record class lectures, discussions, etc. The resulting recordings nor any form of copies of transcripts of the recordings may be used for any other purpose than as a replacement for notes taken in class. This agreement does not cover the recording of any individual meetings or conversations outside of the classroom lectures or discussions where consent to record an individual should be obtained prior to recording.

I, \_\_\_\_\_, agree to the following terms for making recordings:

\_\_\_\_ I understand that as a Section 504 accommodation I have been approved to produce audio recordings of class lectures for my personal study use only, and no other purpose.

\_\_\_\_ I understand that I am responsible for providing and operating the recording device.

\_\_\_\_ I understand that I may not share the audio recordings with anyone else or profit financially from these recordings or their content.

\_\_\_\_\_ I understand that information contained in the audio-recorded lectures is protected under federal and international copyright law, and may not be published, posted, or quoted without the Instructor's explicit written consent and without properly identifying and crediting the lecturer. No rights to create derivative works are granted.

\_\_\_\_\_ I understand that in some cases recording may be prohibited, during portions of classes, at the discretion of the Instructor when the content involves personal discussion and/or self-disclosure. In these cases, the student will work with the instructor to obtain alternative notetaking assistance to supplement these sections of the course, or note taking by all students may be prohibited.

\_\_\_\_\_ I agree to delete the recordings at the conclusion of the semester.

**Violating this agreement may result in the withdrawal of the authorization to record in the course, as well as to a review of this accommodation or similar services in the future.**

**I hereby certify that I have read and agree to follow the terms of this audio recording agreement in accordance with the spirit of the agreement.**

\_\_\_\_\_  
**Course and Instructor's Name**

\_\_\_\_\_  
**Semester**

\_\_\_\_\_  
**Student's Printed Name**

\_\_\_\_\_  
**Student's ID**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date Signed**

\*For questions, concerns, or challenges with implementation of this accommodation, please contact a disability specialist in the Office of Student Disability Services via phone at (410) 455-2459, via email at [disAbility@umbc.edu](mailto:disAbility@umbc.edu), or in-person in the Math/Psychology Building Room 212.