

Audio Recording Agreement

Disability Resource Center

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Audio Recording Policy

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects his/her ability to take or read notes may be permitted to audio-record class lectures as a form of reasonable academic accommodation. Use of this accommodation is subject to the following conditions:

1. The student must notify the professor of the course of his/her intent to use this accommodation prior to recording any material.
2. Recordings of class lectures are only for the student's personal use in study and preparation related to the class.
3. The student must comply with professor's 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.
4. The student may not share these recordings with any other person without the written consent of the professor.
5. Information contained in the recorded lectures is protected under federal copyright laws and may not be published or quoted without the expressed consent of the professor and without giving proper identity and credit to speakers.
6. The student may not use the recorded lectures in any way against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity.
7. The student is encouraged to delete all recorded class lectures once they are no longer needed for academic work or the course is completed.
8. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the professor.

Procedure

1. A student with a qualifying disability must be registered with the Disability Resource Center. The student must provide the appropriate documentation to Disability Resource Center pertaining to the disability. If the student's accommodation includes recording lecture, the student will review and sign this agreement and send it to their instructor, along with their accommodation letter.
2. A student who meets the criteria for an accommodation to be able to record lecture may do so for their personal study use only.
3. Class lectures as presented are the intellectual property of the professor and are protected under federal copyright laws and therefore may not be published. Recordings cannot be shared or transferred by any method currently available or any method which may become available in the future. Recordings may not be uploaded to file-sharing sites, posted on the web or to any form of social media, provided to journalists, or shared in any other way.
4. Comments made by classmates are their own intellectual property and are therefore not to be recorded. When classmates begin speaking, the student with the accommodation must stop their recording.
5. Please be aware that the individual being recorded needs to give you his/her permission prior to the recording.
6. You are advised to have a conversation with your professor and obtain his/her permission at the start of the semester or as soon as possible thereafter.
7. Any personal comments made in class that do not pertain directly to course content may not be recorded.
8. The student will delete the recorded materials in any and all formats within 10 days from the completion of the term for the course.
9. Failure to comply with any of these terms may result in disciplinary action.
10. One copy of this agreement will be kept in the student's confidential file in the Disability Resource Center. Instructors may request a copy of this signed agreement to keep in his/her personal files.

Agreement

- I hereby certify that I have received, read, and agree to abide by the Audio Recording policies and agreements.
- I agree to respect the privacy and protect the integrity of the lectures I record.
- I understand that a violation of this agreement may subject me to disciplinary action at Asbury Theological Seminary and can subject me to liability under copyright laws.
- I understand that this agreement will remain in effect as long as I am a student at Asbury Theological Seminary.

I, _____, have read and understand the above policy on recorded lectures at Asbury Theological Seminary. I agree to abide by the policy with regard to recording any lecture during the _____ academic year.

STUDENT SIGNATURE

STUDENT PRINTED NAME

STUDENT ID #

DATE