**AUDIO RECORDING OF COURSES**

**Description:** Some students with disabilities may need to audio record in order to support their learning. Additionally, students who are eligible for the Course Notes accommodation will record course content for professionally-created course notes.

**Students:** As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your instructors at the beginning of each term.

 1. Purchase or borrow an audio recorder, unless already obtained.

 2. Let instructors know that you plan to record their course.

 3. Discuss any concerns about recording courses with your instructors.

 4. Agree to follow the Audio-Recording Terms of Agreement.



**1. Purchase or borrow an audio recorder, unless already obtained.** Students will generally use their phone or purchase an audio-recording device (such as a digital voice recorder). However, the Assistive Technology Services Office (ATSO) has recorders available for loan on a term-by-term basis.

**2. Let instructors know that you plan to record their course.** You are required to inform your instructors of your intent to audio record all class meetings on the first day of class. Ideally, you are encouraged to contact your instructors *before* the first class meeting to inform them of this accommodation.

**3. Discuss any concerns about recording courses with your instructors.** Instructors may deem it inappropriate to record certain class discussions. You are approved to record courses, but not necessarily discussions in which other students may reveal personal information. In situations where intellectual property and/or privacy rights are a concern, you and the instructor may sign *Audio Recording of Courses Agreement*, which is available online at csueastbay.edu/accessibility under “Instructions, Forms and Policies” or in the Accessibility Services office. If the instructor has additional concerns, please contact your accessibility counselor.

**4. Agree to the following Audio Recording Term of Agreement:**

i. Record solely in pursuit of your educational program and not for any commercial and/or non-educational goals.

ii. Do not engage in any undisclosed recordings of courses or interactions.

iii. Do not share these audio recordings with anyone, nor play them for anyone else.

iv. Do not engage in any other type of recording, including video recording.

v. Erase the audio recordings within 14 days after issuance of a grade. In the event that you need to retain the audio recordings after the class has concluded, you will obtain written permission from the instructor. The instructor will decide whether you may retain the audio recordings for a longer period of time, and under what conditions.