

# Audio recording of Class Lectures

Disability Accommodations & Success Strategies (DASS), where appropriate, may recommend that a student with a qualifying disability be permitted to audio record class lectures as a form of academic accommodation. This accommodation may be appropriate for students with conditions that impair their hearing, vision, processing speed, receptive language abilities, working memory, etc. Recording lectures can encourage students to be more self-sufficient without relying on other student's notes. Use of the accommodation of audiotaping class lectures is subject to the following conditions:

1. Recordings of class lectures are only for the student's personal use in study and preparation related to the class.
2. The student may not share these recordings with any other person, whether or not that person is in his/her class.
3. The recordings are sources, the use of which in any academic work is governed by rules of academic conduct for his or her School or College.
4. 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.
5. The student agrees to destroy any recordings that were made when they are no longer needed for his/her academic work. A standard expectation is that recordings are destroyed within 5 days of the course final exam.

Below is a proposed agreement that instructors can use with students who have this accommodation. This is not a requirement of DASS, but is offered to instructors and students as a courtesy.

*DASS has recommended that I [name of student] be permitted to audio record certain class lectures as a form of academic accommodation. As a condition of using the accommodation of audiotaping class lectures, I hereby agree to the following:*

1. *I will use recordings of class lectures solely for my personal use in study and preparation related to the class.*
2. *I will not share these recordings with any other person or entity, whether or not that person is in my class, which also includes transcriptions.*
3. *I acknowledge that the recordings are sources, the use of which in any academic work is governed by rules of academic conduct for my School or College.*
4. *I will 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.*
5. *I will destroy any recordings that I was permitted to make when I no longer need them for my academic work.*
6. *I understand that failure to abide by these provisions may result in loss of permission to audio record class lectures.*

DASS – Disability Accommodations & Success Strategies  
214.768.1470 [dass@smu.edu](mailto:dass@smu.edu)