

## **Clark College Disability Support Services Record Lecture and/or Lab Policy**

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Disability Support Services (DSS) allows students with a documented disability, who have been approved for this academic adjustment by the DSS Manager to record class lectures and/or labs on a digital recorder or audiocassette. The following identifies the responsibilities of the student and DSS if the student chooses to record course lectures and/or labs.

### **Responsibilities - Student**

1. Student promises to use recordings solely for his or her individual educational purposes. Lectures and/or labs recorded for this purpose may not be shared with other people without the consent of all parties involved.
2. At the end of each quarter the student will erase all recordings or return them to DSS to be erased.

### **Responsibilities - DSS**

1. DSS will send a letter to the student outlining the student's approved academic adjustments.
2. DSS may arrange for the loan of a tape recorder if the student does not own one.
3. DSS will erase any recordings upon their return at the end of the quarter.

The above responsibilities have been explained to me, and I understand my responsibilities.

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Student's signature

Date

Print name