# Recording Lecture and/or Lab Policy

If you are approved for this accommodation, you are allowed to record class lectures and/or labs on a digital audio recorder. Please carefully read your responsibilities and the DSS Office's responsibilities related to this accommodation.

## Student Responsibilities:

1. You promise to use recordings solely for your 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 you will erase all recordings or ask DSS to erase the recordings.

### **DSS Responsibilities:**

1. DSS will email a letter to you outlining your approved academic adjustments.
2. DSS may arrange for the loan of a recorder if you do not have access to one.
3. DSS will erase any recordings upon request.

#### General information and tips:

If you have been approved to record lectures and you do NOT have access to a recorder, the DSS Office has a limited supply for students to borrow on a quarterly basis. Recorders are loaned on a first-come-first-served basis and must be returned at the end of each quarter.

If you are using a digital recorder, utilize the counter or bookmarking features so you can return to certain points in the lecture efficiently.

##### If you borrow a recorder from DSS:

* Borrowed recorders are only to be used for educational purposes.
* You are responsible for damage, theft, or loss of borrowed recorders. You will have to pay replacement costs and a hold will be placed on your record until payment has been received. A hold means you will not be allowed to register for future quarters, order copies of transcripts, or graduate until payment has been made.