

Under Section 504, of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide reasonable accommodations to a student's known disability and may not deny equal access to the institution's programs, courses and activities. Recording lectures is a reasonable accommodation for students whose documentation calls for this accommodation.

**Saginaw Valley State University policy states:**

The resulting recordings nor any form of copies of transcripts of the recordings may be used for any other purpose than as a replacement for notes taken in class.

The Faculty has the option to request a student who uses a recorder to sign an agreement for recording and present the form to the instructor.



## Agreement for Recording Lecture Accommodation Form

*Please TYPE or PRINT to complete this form.*

I, Student Name: \_\_\_\_\_, agree that

I will not release the recording and/or transcription, profit financially, or allow others to benefit personally from lectures recorded in:

Course Number and Title: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

In addition, I will not allow anyone else to listen to or use the tape recording, except for a transcriber who may be required to type it if needed for the accommodation. Further, I will not make copies of the recordings. At the conclusion of the semester, I agree to return the recordings to the instructor or the Accessibility Resources and Accommodations office. I understand that a violation of this Agreement may subject me to discipline under the Code of Student Conduct or subject me to liability under copyright laws.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_