

Abilities Office for Students with Disabilities

Abilities Office Audio Recording Agreement

Under Section 504, Subpart E Postsecondary Education, of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education may not deny a student with a documented disability equal access to the institution's programs, courses, and activities, when reasonable accommodations are approved by the Abilities Office. The ability to audio record lectures and/or discussions may be deemed as a reasonable accommodation for students who provide the proper documentation that substantiates their need.

The Chicago State University (CSU) Abilities Office has the right to require a student who utilizes audio recording as an approved reasonable accommodation through the Abilities Office to sign an agreement and to present that agreement to the instructor upon their request.

I, _____ (Student Name), understand that the recordings of
Instructor _____ within _____ (Course Name, ex. BUS 1050) are
only to be used for my personal academic needs during the _____ (fall/spring/summer)
_____ (year) semester.

By signing the Audio Recording Agreement, I understand and accept the following:

- Recordings are limited to official class meetings, lectures, and discussions.
- The use of the recordings and any transcriptions of the lecture are for my own personal academic learning purposes and I shall not use them for any other purposes.
- No copies, in any format, of the recordings or transcriptions can be created.
- I shall not copy, broadcast, or share any portion of the tape recordings.
- I shall not release the audio recordings and/or transcriptions, profit financially, or allow others to benefit from lectures/discussions taped.
- I shall not publish, or otherwise quote, dialogue from lectures without the written consent of the lecturer.
- I shall not allow anyone to listen to, access, or use the recordings and/or transcriptions, except for the CSU Abilities Office, upon request.
- Instructors are allowed to direct you to turn off recording during the presentation of sensitive material (instructors will maintain confidentiality, when asking students to turn off recorder).
- Instructors will allow you to transcribe the recorded lectures yourself or allow a transcriber who is not a CSU student to transcribe the recorded lecture.

After the conclusion of the semester, and not to exceed 48 hours following the final exam, I agree to destroy all copies of the recordings and/or transcriptions. I understand that a violation of this agreement may subject me to disciplinary action under the Student Code of Conduct or subject me to liability under copyright laws.

I agree to abide by these guidelines and understand that failure to do so may be treated as an act of [Academic Dishonesty](#) (see Catalog, Student Rights and Responsibilities).

Student Signature: _____ Date: _____
Faculty Signature: _____ Date: _____