



**AccessAbility Services**  
**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 AccessAbility Services. 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.

Western Connecticut State University (WCSU) faculty and/or the Office of AccessAbility Services (AAS) have the right to require a student who uses an audio recording device as an approved reasonable accommodation through AccessAbility Services 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.  
COM 150) are  
only to be used for my personal academic needs during the \_\_\_\_\_ (fall/spring)  
\_\_\_\_\_ (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 WCSU Office of AccessAbility Services, 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 themselves or allow a transcriber who is not a WCSU 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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_