



ACCESSIBILITY AND DISABILITY RESOURCE CENTER

The UNIVERSITY of OKLAHOMA

Recording Lectures as a Reasonable Accommodation

Under federal law (Section 504 of the Rehabilitation Act and the Americans with Disabilities Act), the University of Oklahoma is required to provide reasonable accommodations to students with disabilities. Recording lectures may be considered a reasonable accommodation, but it's subject to specific conditions.

To use a recording device as an accommodation, you must:

- Provide documentation: Submit appropriate documentation to the Accessibility and Disability Resource Center (ADRC) to verify your need for this accommodation.
- Request your accommodation for audio recording in the classroom through iAdvise.
- The ADRC will assess whether the conditions and accommodation request are reasonable and/or whether other accommodations are warranted. If there is a disagreement between the ADRC and the student and/or the college/professor, the Fundamental Alteration Policy and process will govern. See: [The University of Oklahoma Fundamental Alteration Policy](#).

Sign an agreement and agree to the following terms:

- Record **only** when present in the class.
- **Personal use only:** Recordings are solely for your personal academic use during the current term.
- **Confidentiality:** You will not share recordings with others. Should a classroom discussion start that includes personal identifying information from other students, the recording should stop immediately and restart when the lecture continues.
- **No unauthorized use:** You will not copy, distribute, publish, or profit from the recordings.
- **Respect for intellectual property:** You will not quote or publish lecture content without the instructor's permission.
- **Destruction of recordings:** You will destroy all recordings within ten days of the term's end.



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Failure to comply with these terms may result in disciplinary action under the Student Code of Student Conduct.

By signing this agreement, you acknowledge your understanding of these terms and agree to abide by them. A signed agreement should be presented to the professor at the beginning of the term, prior to recording.

Course Information and Professor's Name:

Student Signature:

Date: