

**Disability Resource Center**

Phone: 973-655-5431

Fax: 973-655-5308

personal use during study or completion of required course activities. At no time shall the student share or reproduce the audio recording in any manner without the consent of the course instructor/lecturer and all other individuals in the recording. This prohibition includes but is not limited to: distribution to current, former, or future students; posting to social media or another online platform or; broadcast of audio content in any manner or media.

**Procedure**

A student with a disability must contact the DRC to request reasonable accommodation and provide the appropriate documentation requested by the DRC pertaining to the disability. The student must attend an intake meeting with the assigned DRC specialist to consider the request for accommodation. If an accommodation approving audio recordings occurs by the DRC, the student must sign the following agreement:

**Audio Recording Lecture Agreement**

I, \_\_\_\_\_ (print name) understand and agree to the following:

Recording lectures, class discussions, or activities are intended for my personal use to support class preparation and studying ONLY.

I agree that I will NOT give the recordings to, or allow the recordings to be viewed or heard by others, upload them to file-sharing sites, post them to the internet, provide them to journalists, or share them in any way.

I agree that I will NOT video my instructors or classmates and will ONLY record audio from my courses or lectures.

I agree to destroy the recording of every class lecture within two (2) weeks after the end of each semester, and securely store them in a manner that prevents access by anyone other than me.

I understand that if I violate this agreement, I am subject to discipline under the Student Code of Conduct and sanctions may include anything from a warning to expulsion by the University.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CWID:** \_\_\_\_\_