Hofstra University Office of Student Access Services (“SAS”)

Policy on Audio Recordings of Classes

Hofstra University is committed to providing reasonable accommodations for students with disabilities, in accordance with federal and state law and Hofstra policy. Under the Rehabilitation Act of 1973, audio recording of classes is considered to be a reasonable accommodation that must be permitted where necessary for a student to fully participate in an educational program.

Students who wish to receive this accommodation should follow all regular SAS procedures for registering, providing documentation, and requesting accommodations. As with other accommodations, students will notify professors of their accommodation by providing them with an SAS accommodation letter. Students are encouraged to discuss this accommodation with their professor during the first week of class or within a week of receiving the accommodation, whichever is earlier, in order to facilitate smooth implementation of the accommodation. Any professors with questions or concerns about audio recording of classes are encouraged to contact SAS. SAS is available to educate and support both student and faculty member in understanding and employing the allowed accommodation, and in implementing this Policy.

All students who receive an accommodation of audio recording classes will also be required to sign their agreement to the following terms and conditions. This policy covers all audio recording of classes, including the use of computer software that includes audio recording and related note-taking aids:

1. SAS will determine the length of time for which an audio recording accommodation is awarded, and the student’s agreement to abide by the Policy will cover that full time period. Certain types of software are subject to licenses that must be renewed each semester by contacting SAS.
2. Recording devices and software are solely for the use of the student who received the accommodation. Students may not share recording devices or software, or any electronic files created using those devices or software, with any other person. However, students are permitted to discuss course content or share individually-created study materials (i.e. not files directly generated by note-taking software) with classmates in study groups that would otherwise be permissible.
3. Exporting, uploading, or sharing of any recording software and any files created therewith to any Internet website or service is prohibited.
4. Any audio recordings must be destroyed at the end of the course of study, whether the end of the semester for a single course, or on finishing a sequence of related courses.
5. The faculty member shall have discretion to require that recording during class be terminated during classes or portions of classes which involve personal discussion and self-disclosure, where the professor instructs all students to cease taking notes.
6. Failure of the student to abide by this Policy will be considered a violation of the Code of Community Standards, and the student will be subject to disciplinary action. Any faculty member may bring a complaint against a student for violation of this policy, to be adjudicated under the Code of Community Standards.

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Policy on Audio Recordings of Classes - Student Agreement

I have received a copy of the SAS Policy on Audio Recordings of Classes and agree to abide by its terms. I understand that any violation of this Policy will subject me to disciplinary action under the Code of Community Standards.

Signed:

Print Name: Student 700# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

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