



Note-Taking Recording Agreement Form

POLICY ON THE USE OF RECORDING DEVICES AS A DISABILITY ACCOMMODATION

Under **Section 504, Subpart E of the Rehabilitation Act of 1973** and the **Americans with Disabilities Act (ADA)**, colleges and universities are required to provide appropriate auxiliary aids and services to students with documented disabilities.

Purpose of the Accommodation

For students who cannot adequately take handwritten or typed notes due to their disability, the use of an audio recorder is a recognized and reasonable accommodation as an alternative to peer note taking, approved by the **Office of Special Services (SPSV)**.

Audio recording serves as an alternative or supplement to personal notetaking, allowing eligible students to fully participate in and benefit from classroom discussions. This accommodation is provided when supported by disability documentation and formally approved by the SPSV.

* Section 504 specifically lists an audio recorder as a reasonable accommodation.

Provision of Technology

SPSV will provide approved students with access to a note-taking software program compatible with laptops and tablets. This software is intended solely for the student's personal academic use in classes.

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- The Office of Special Services, August 2025

STUDENT GUIDELINES

Student Responsibilities

1. Students must **notify instructors** before audio recording any class lectures, discussions, or instructional activities.
2. **Audio recordings and transcripts** are to be used only as a substitute or supplement for personal notetaking. If students are able to take notes, they are expected to do so in addition to the audio recording.
3. Audio recordings and transcripts must **not be copied, shared, or distributed** in any form (digital or physical) without the written consent of the course instructor.
4. All audio recordings and transcripts must be permanently deleted at the end of the semester.
5. If students wish to continue the note taking service the following semester, the student is responsible for contacting the designated staff to **renew their note taking license**.
6. **Unauthorized use or distribution or misuse** of audio recordings, transcripts, and notetaking software may result in disciplinary action and/or suspension of services.

Sensitive or Confidential Discussions

If a class discussion involves personal or sensitive content (e.g., students sharing private experiences), the instructor may request that audio recording be paused.

1. If notes are not required during this time, no further action is necessary.
2. If notes are needed, the instructor will arrange for a peer note-taker or provide their own notes to cover the unrecorded portion to provide to the student.

Outside the Classroom

This accommodation applies only to classroom lectures, discussions, and related course activities. It does **not** authorize audio recording of private conversations, office hours, or individual meetings without the **explicit written consent** of those being recorded.

Student Must Sign Below

Student's Name (**Print Only**): _____

Student ID Number (8-digits): _____

Semester in Use: _____

By signing this agreement, I certify that I have read, understand, and agree to comply with all terms of this audio recording policy on this form.

I understand and agree to all of the following below (**CHECK ALL**):

☐ I am responsible for **requesting** and properly **using** the note-taking software provided as intended outlined in this form.

☐ I may be asked to stop using my laptop or tablet, if I am found surfing the internet or doing something else instead of taking notes and being engaged in class.

☐ Information contained in my instructor's audio recorded lectures is protected under federal and international copyright laws. This means I agree to the following 3 statements below.

- 1) Audio recordings may not be published, posted, shared, or quoted to profit financially or for other means without the instructor's written content.
- 2) Proper identification and credit must be given to the lecturer when quoting with written permission.
- 3) No rights are granted to create derivative works from the recordings.

☐ Instructors may, at their discretion, prohibit recording during portions of class involving personal discussions and/or self-disclosure. This means I agree to the following 2 statements below.

- 1) In such cases, I will work with the instructor to obtain alternative note-taking assistance for those portions.
- 2) In some instances, note-taking by all students may not be needed during such discussions.

☐ I am responsible for deleting all recordings at the conclusion of the semester.

☐ I am responsible for requesting a renewal each semester for the licensing of my approved software.

☐ This agreement applies only to classroom lectures, discussions, and course-related activities.

☐ This agreement does not cover private meetings or conversations outside the classroom; separate written consent must be obtained before recording any such interactions.

☐ I understand that violating this agreement may result in the withdrawal of my authorization to record in this course, as well as a review of my eligibility for this and similar accommodations in the future.

Student's Signature: _____ Date: _____

Faculty Guidelines

Faculty Rights

Faculty retain intellectual property rights to their lectures, presentations, and instructional materials. They may require students who record class content to sign an agreement specifying:

- 1) The purpose and scope of the recordings;
- 2) The time period the recordings may be retained; and
- 3) The requirement to delete recordings after the semester concludes.

Important Legal Restriction

Faculty **cannot** deny permission to record if the accommodation has been approved by SPSV as an alternative form of note taking since it is necessary to provide equal access under the law. Faculty can; however, deny permission until an accommodation letter dated for the semester is provided.

Handling Sensitive Discussions

If the class engages in personal, sensitive, or confidential discussion:

- 1) Faculty may request that the student stop recording temporarily; and
- 2) If academic notes are required during this period, arrange for an alternate note-taking method, such as a peer note-taker.

* If the student is not using the software as intended, such as recording non class materials, surfacing the internet, etc., instructors may ask the student to turn off their device for the remainder of the class.

Addressing Concerns

Faculty with concerns about the impact of recordings on class interactions, sensitive course content, or intellectual property should contact SPSV staff for assistance. It is the responsibility of SPSV to ensure that faculty concerns regarding privacy and copyright protection are appropriately addressed while accommodations are in use.

This agreement should outline any terms or restrictions related to recordings. If a student fails to uphold any of the agreement, faculty may consult with the Judicial Affairs Office for assistance.

By signing this agreement, I certify that I am aware of the note-taking recording policy for both the student and myself. If any concerns arise, I will address them with SPSV staff first to ensure the student's accommodation is not denied or interrupted.

Instructor's Signature: _____ Date: _____