



Services for Students with Disabilities

Permission to Record Lectures Policy

- Student responsibilities:
 - Complete and sign an Audio-Recording Class Agreement for EACH class.
 - Available at [disability-services/disability-forms](https://www.fresnopacific.edu/disability-services/disability-forms).
 - Have the professor for each class sign the Agreement.
 - Send a copy of each signed Agreement to the SSD office.
 - Provide and operate your own recording device.
 - Attend class regularly.
- Professor Responsibilities
 - Read and sign the Audio-Recording Class Agreement.
 - Inform the class that an unidentified student is recording class.
 - If the nature of the class discussion is confidential, request that recording devices be turned off.
 - Material presented during this time cannot be used on an exam.
 - Cooperate with the student if a microphone is necessary to achieve acceptable sound quality for the recording.
- Things to Keep in Mind
 - Audio recording is never a substitute for attending class.
 - Recordings are for the use of the individual student only and may not be shared or distributed in any way.

A professor can request that recordings be destroyed at the end of the semester if desired.