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DISABILITY SERVICES

Policy – Tape Recording of Classroom Lectures by Students with Disabilities

As per the Americans with Disability Act and the Disability Discrimination Act, institutions of Higher Education are mandated to ensure reasonable accommodations for students with disabilities. One such accommodation is taping of classroom lectures for certain students, who need an audio reinforcement, to comprehend class lectures or in lieu of a note-taker in the class.

Students who have been granted this accommodation shall sign the following statement, acknowledging the rights and responsibilities that go with this accommodation. The tapes will be used exclusively for private study and will not be shared or sold to others. Students are expected to destroy or delete tapes/audio files at the end of the semester.

A violation of this agreement may result in the accommodation to be withdrawn.

I understand the above instructions and promise to abide by the regulations stated by the Office of Student Disability Services.

Name of the Student: _____

UMass ID: _____

Student Signature: _____

Classes for Semester: _____

Policy regarding audio-video taping of classroom lectures

Tape recording shall be permitted for individual private study only at the discretion of Disability Services (DS). For any other use, whether by duplication, transcription, publication, sale or transfer of recordings, written approval must be obtained from the instructor for the specific use proposed. Any other use of recordings constitutes academic misconduct and may result in suspension or expulsion.

Students are cautioned that lectures, demonstrations, performances, and any other course material produced by an instructor are the intellectual property of the instructor. The Copyright Act and the law regarding confidences protect every original literary, dramatic, musical and artistic work, including lectures by University instructors. Any recording of classroom lectures by students is permitted only for the purposes of private study by the individual student. Faculty reserve the right to disallow recording of some classroom discussion and presentations by students.

Students are encouraged to make notes of classroom discussions, lectures, demonstrations, and performances in order to advance their own learning and to develop a record for purposes of private study. The ordinary process of taking notes is encouraged since this practice requires that students develop the ability to actively attend to the material under consideration and to quickly summarize pertinent information in a coherent manner. Electronic or mechanical recording of lectures discourages the development of these important skills. In addition, the presence of recording devices may inhibit frank and open discussion of course material in the classroom, or otherwise interfere with the proper academic conduct of the class.

Instructors shall grant permission for electronic or mechanical recording of lectures to any student who requires such assistance by virtue of a disability. In case of a dispute, the student's request for permission to tape record shall be directed to the head of the department in which the course is offered. The department head shall consult with the student, the instructor, and the Director of Students Disabilities Services before making a decision. The department head may impose reasonable limitations on the recording privilege as may be warranted.

In case of a dispute with respect to the decision of the department head, the matter shall be referred to the Dean of the faculty in which the course is offered, the Dean of Student Affairs and the Director of Student Disability Services.

This policy applies to all forms of electronic or mechanical recording of lectures, laboratories, tutorials, presentations, performances, electronic (computer) information, the duplication of course material, and to the translation of recordings or transcriptions of any of these materials to another form by electronic or mechanical means.