

Recording Device Guidelines

- Students generally purchase their own audio recording devices (such as a digital voice recorder). PTCC's Office of Accessibility and Accommodation Services and related offices are not responsible for providing audio recorders, but may have some recorders available for loan. These recording devices are loaned in a first come, first served manner and must be returned promptly at the end of the semester.
- Students are recommended to contact your instructors before the first class to notify them that you are approved by PTCC to audio record lectures as a disability-related accommodation. Discuss with instructors any concerns about recording lectures. Instructors may feel that it is inappropriate to record certain class discussions. You are approved to record lectures, but not necessarily discussions in which other students may reveal personal information or self-disclosure. If necessary, you or your instructor may ask the Office of Accessibility and Accommodation Services to help make this distinction.
- Students will use the recordings solely in pursuit of their educational program, not for any commercial or non-educational purpose.
- Students will not engage in any secret recordings of lectures or interactions.
- Students will not share the recordings with other students or anyone else. Students will not leave recording devices if not in attendance, without permission from the instructor.
- Students will erase the recordings at the conclusion of the course (within 14 days after issuance of a grade) unless they obtain written authorization from the instructor to retain the recordings beyond this period.

Violation of these guidelines will be considered academic integrity and could determine ineligibility of assistive technology use.

I understand the equipment guidelines listed above and by my signature I am agreeing to comply with these guidelines.

Signature: _____ Date _____