



Accommodation Policy: Audio Recording

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects their ability to take or read notes may require accommodation. Audio recording classroom learning activities is an accommodation that is available to students who have a permanent or temporary disability that may or may not be apparent or visible and impacts seeing, concentrating, processing information, sitting, or using writing/typing tools. The accommodation is approved so that these students may have equal access to the academic program at Marymount Manhattan College.

Students with appropriate documentation may be eligible to audio record classroom learning activities as a reasonable accommodation approved by the Office of Disability Services. ([Accommodation Request](#))

The Office of Disability Services will notify the student's professors about their eligibility for this accommodation.

The use of the accommodation of audio recording class learning activities is subject to the following conditions:

Audio recording shall be permitted for individual private study only at the discretion of the Office of Disability Services. For any other use, whether by duplication, transcription, publication, sale, sharing 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 college professors. Any recording of classroom learning activities by students is permitted only for the purposes of private study by the individual student. Faculty reserve the right to disallow recording of specific classroom discussion, presentations or other learning activities in the rare instances where such recording would inhibit frank and open discussion of course material. In cases where recording has been disallowed, the faculty member must provide an alternative reasonable accommodation to ensure that the student has access to the material covered.

Instructors shall grant permission for electronic or mechanical recording of learning activities to any student who requires such assistance by virtue of a disability, after being notified by the Office of Disability Services and the student. In case of a dispute, the student's request for permission to audio record shall be directed to the chair of the division in which the course is offered. The division chair shall consult with the student, the instructor, and the Director of the Office of Disability Services before making a decision.

The student will be responsible to erase all recorded class learning activities when they are no longer needed for academic work and by the end of the semester. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the professor.

This policy applies to all forms of electronic or mechanical recording of learning activities, 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.