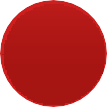


**Accessible**



Learning Services

# Audio Recording Accommodation Guide

Students who require the support of an audio recorder for lectures have a disability that impacts the students’ ability to take comprehensive notes. Audio recording of lectures allows a student opportunity to concentrate on the content of the information presented in class, rather than the mechanics of writing.

In order for this accommodation to be offered, the student must present his/her Accessibility Counsellor with documentation from a regulated health care professional (e.g. physician, psychologist and psychiatrist) that supports audio recording of lectures.

1. The student provides his/her Accessibility Counsellor with documentation from a regulated health care professional supporting the need for audio recording of lectures.
2. The Accessibility Counsellor updates the CAAP to include this accommodation as well as reviews the guidelines.
3. The student will email their revised CAAP to the professor whose class the student intends to use an audio recorder.

# Audio Recording Guidelines

Audio recording of lectures is allowable under existing Canadian copyright legislation, due to the exception of ‘fair dealing’. For those interested in accessing more information about copyright law as it relates to “fair deadlines and exceptions” please refer to the Canadian Intellectual Property Office website at:

<http://strategis.ic.gc.ca/sc_mrksv/cipo/cp/copy_gd_protect-_e.html#section06>

However, at the discretion of the professor, digital recording may be prohibited during lectures that involve discussion on topics that may yield personal or confidential information and are likely to involve a degree of self-disclosure. If there are specific circumstances in which it is deemed inappropriate to audio record a particular class (or portion of class), all efforts will be made to inform the student well in advance. In circumstances where audio recording of lectures is not permitted, alternative arrangements to audio recording should be discussed between the professors and student.

# Need Help?

Throughout this process students can meet with their Accessibility Counsellor to discuss this accommodation. Faculty can contact the students Accessibility Counsellor (name and contact information can be found on the student’s CAAP) with any questions or concerns.

# STUDENT AGREEMENT

* Use the audio recorded files only for personal study and for **NO** other purposes.
* **DO NOT**, under any circumstances, distribute or share the audio recording with any other individual, in any format, without obtaining, the **prior written consent** of the professor.
* Respect the professor’s decision to prohibit audio recording of classes or portions of classes which may involve personal discussion and self-disclosure. In such a case, the student will work with their professor to discuss alternative arrangements.
* Understand that the information contained in the audio recording lecture is protected under federal and international copyright legislation.
* **Do not publish or quote** any lecture material without the professor’s explicit written consent and without properly identifying and crediting the professor.