

AUDIO RECORDING OF CLASS LECTURE AGREEMENT QUESTIONS

Questions to be discussed with your Professor before signing the Audio Recording of Class Lecture agreement in your ARC Portal:

The student and instructor should discuss the following questions before student signs agreement in the ARC Portal:

Audio Recording of Class Lecture Agreement Questions:

1. What is the use of technology policy in the course syllabus?
2. Are there lectures in this course (i.e.; students and/or professor disclosing personal information, etc..) for which audio recording is not a reasonable accommodation? If so, please articulate below.
3. Please use the space below to list any other parameters related to the audio recording of the class lecture accommodation.

Student Responsibilities:

In order to utilize your Audio Recording of Class Lecture Accommodation, you will need to complete the following steps:

1. Attend the first week of classes and review your syllabus to determine if you will need to utilize the Audio Recording of Class Lecture Accommodation.
2. Email your professor(s) to schedule a meeting to discuss the Audio Recording of Class Lecture Accommodation and agreed upon expectations for each specific class
3. Complete and sign the Audio Recording of Class Lecture agreement in your ARC Portal.

Please note: This accommodation is NOT retroactive, meaning it does not cover any prior lectures that have been taught during the specific semester before the Audio Recording of Class Lecture agreement has been discussed with your Professors, filled out and signed in the ARC Portal.