

**Orange Coast College
Accessibility Resource Center
STUDENT/INSTRUCTOR CLASS RECORDING AGREEMENT**

In accordance with the US Department of Education, Office for Civil Rights, audio-recording of classroom sessions as an academic adjustment for students with disabilities is a mandated regulation under Section 504 of the 1973 Rehabilitation Act and Americans with Disabilities Act (ADA). The legal reference, found in the Code of Federal Regulations 34CFR104.44 (b) for Section 504 reads as follows:

Sec. 104.44 Academic Adjustments

b. Other rules. A recipient to which this subpart applies may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of guide dogs in campus buildings that have the effect of limiting the participation of handicapped students in the recipient's education program or activity.

DIRECTIONS: Students with disabilities who are requesting to audio record class sessions must sign and complete this agreement in full. A student who fails to comply with this agreement will be subject to suspension or termination of this service.

Name _____ ID# _____ Date _____

MyOCC E-Mail: _____ Phone _____

COURSE INFORMATION – Refer to your Class Schedule:

COURSE NAME (Ex.: ACCT A101)	CRN #	INSTRUCTOR NAME (Last Name, First)

I, _____, agree to:
(Student Name)

1. Use the audio recording for my own educational needs only.
2. Turn off the audio recorder at the instructor's request during portions of the lecture which are not relevant to the contents of the course requirement.
3. Erase all of recordings at the end of the course, or return any devices to the DSPS Alt Media Specialist where they will be erased for me.
4. Not copy or release any recordings, transcriptions, or otherwise hinder the ability of the aforementioned instructors to obtain a copyright on lectures.

Student Signature

Date

**For questions regarding this approved ARC accommodation, please contact OCC ARC at
(714) 432-5807 or OCCARC@ccd.edu**