

Recording (Audio/Video) and Copies of Class Presentations Procedures

The purpose of reasonable accommodations is to ensure equal access, and this extends to providing the ability to audio/video record lectures or obtain copies of class presentations.

The Recording (Audio/Video) and Copies of Class Presentations accommodation refers to the ability to audio/video record lectures and/or obtain copies of class presentations in a timely manner as specified on the Academic Accommodation Letter.

Disability Services Responsibilities:

- Through the interactive process, Disability Services will determine if a student is eligible for audio/video recording and obtaining copies of class presentations, based on appropriate documentation from a qualified, treating medical professional. Disability Services will determine if the accommodation is appropriate in relation to the documented disability/condition and resulting functional limitations.
- Provide Academic Accommodation Letters to students.
- As appropriate, collaborate with the instructor and student to assist in the class recording process and obtainment of copies of class presentations.
- Provide support to students and faculty when questions or concerns arise related to this accommodation.
- At the end of the fall and spring semester, Disability Services will email students who are approved for the audio recording accommodation a reminder that all audio recordings must be permanently deleted upon completion of the student's degree program or upon separation from George Mason University.

Student Responsibilities

- Provide Academic Accommodation Letters to instructors to activate accommodations. Accommodations are not retroactive.
- Students audio/video recording lectures or obtaining copies of class presentations as an accommodation are expected to attend class.
- Students audio/video recording lectures are responsible for providing the recording device, unless otherwise discussed and agreed upon.
- Students are responsible for initiating and managing use of the recording device during class.
- Students should contact Disability Services directly if there are any concerns with the creation or utilization of the recording created (e.g., technological difficulty, poor recording quality, etc.) in instances of a university provided device or software. Disability Services will do their best to address any concerns.
- Students must permanently delete all recordings upon completion of their degree program or upon separation from George Mason University.

Instructor Responsibilities

Recording Lectures

- If an announcement must be made to the class that an audio/video recording device is being used, the instructor should make an anonymous statement that a recording may or will be created at the beginning of the class, and will not disclose the identity of the student with accommodations.
- Once the student provides an instructor with the Academic Accommodation Letter, the instructor should allow the student to audio/video record the lecture using the provided device.
- In some cases, the instructor may object to the use of audio/video recorders in classes or portions of classes that involve self-disclosure by students. Because a recording device is used for note taking, the instructor should be prepared to ask all students to refrain from any form of note-taking and recording as a general announcement before classes that invite personal discussion and/or self-disclosure. If, in these cases, the professor does allow taking notes related to principles, theories, and techniques demonstrated within the context of those discussion, then the instructor should provide the accommodated student copies of such notes as an alternative to recording or allow the student to audio/video record the lecture content.
- If the instructor has questions or concerns regarding the recording of their class discussions, the instructor will consult with a specialist in Disability Services.

Class Presentations

- For a student approved to obtain copies of class presentations (i.e. PowerPoint slides), the instructor should email the presentation, when available, to the student in a timely manner.

If you have questions regarding this form or the Disability Services process, please call our office at 703.993.2474 or email ods@gmu.edu. Thank you for your assistance.