West Valley College
Disability and Educational Support Program

Agreement to Record Classes

Frequently Asked Questions:

Are students with disabilities allowed to record classes?
Yes, if the student has a verified disability and a DESP Professional has determined that this is a necessary accommodation to address their specific educational limitation.

Should I ask my instructor for permission?
Although recording is a legally allowed accommodation, it is always courteous to ask your instructor if you can record his/her class.

Who provides the equipment?
The student is responsible to provide a recorder. There are some recorders owned by DESP that students can check out if they don’t have their own. Students borrowing recorders owned by DESP must sign the Equipment Loan Agreement.

What if the discussion in class is of a confidential nature?
Some classes involve discussion of confidential material which is not appropriate to be recorded. In these cases, the instructor can request that the recorder is turned off for the portion of the discussion that is confidential; however, material covered while the recorder is off cannot be put on a test.

What about “intellectual property” concerns over material presented in class?
Students must sign an agreement in which they agree not to copy or release any material from a recording made in class, and that the recording is for their personal educational needs. The instructor can request that the student erase the recording at the end of the semester.

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Student Agreement for Recording Classes

I, __________________________(student’s name), agree that I will not copy or release any recording or transcription. I will use the recorded information solely for my educational needs. I understand that the recording service can be stopped if I fail to do so. If requested by the instructor, I will erase the recording at the end of the semester.

_____________________________________ ________________
Student’s Signature         Date
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