**Recorder Policy**

Before recording any lectures, labs, or **ANY** instruction you are **REQUIRED** to inform your professor. While your D.P.S. status will be kept confidential, the instructor must be made aware that they are being recorded.

If D.P.S. has determined that recording is needed due to the nature of your disability the instructor will be notified prior to the start of the semester. Please note that it is **ILLEGAL** to record persons without their knowledge.

Taped lectures are for personal/educational use only and may not be given to other students, or made available to the public without the consent of the instructor. Students who are in violation of this policy may face disciplinary action.

If the instructor refuses to allow you to record please notify D.P.S. immediately.

Signature: __________________________________   Date: ________________