Audio Recording Policy

For students who have been granted permission to make an audio recording of classes as a disability accommodation, including the use of Smartpens, the following policy applies:

In any class in which you plan to audio record the lecture, the faculty of record must be given a copy of your accommodation letter that states your need to record lectures prior to the first class meeting that you record.

Faculty members may express concern about the recording of sensitive data, such as patient information shared as part of a case study, or unpublished research data. If this happens, please contact SDS?typically a signed agreement promising that the recording will not be distributed and specifying how it will be protected from accidental disclosure can be arranged to satisfy concerns. Alternately, an agreement can be made that the recording will be stopped during sensitive conversations.

Audio recordings of class lectures are permitted for students as a disability accommodation. Recordings are not to be shared with other students, posted to any online forum, or otherwise disseminated in any way. Failure to adhere to this policy may result in the loss of recording privileges.

Be aware that, under California law, it is illegal to make audio recordings of others without their knowledge, though this doesn?t apply where there is ?no expectation of privacy,? such as a lecture hall with posted signs warning that recording may take place there. However, recording small seminar classes, study groups, or other small group situations should not take place without the agreement of all parties in the room. In the case of small classes (such as seminars) where students might share information of a personal nature that they prefer not be recorded, you should ask the faculty member to inform the class (without revealing your identity) that recordings may take place.

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UCSF Main Site

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