

**Tennessee State University  
Policy No. 07.03  
Tape Recorded Lecture Policy  
Effective Date: June 2020**

**POLICY**

It is the policy of the Tennessee State University to allow certain students the ability to voice/tape record lectures as appropriate and with the support of the Office of Disability Services. Generally, students are not allowed to tape record lectures without the appropriate approval.

**RECORDING**

- A. Students who have a disability that limits them in taking or reading notes have the right to tape record class lectures for their personal study only.
- B. Lectures taped for this reason may not be shared with other people without the expressed consent of the lecturer.
- C. Tape recorded lectures may not be used in any way against the faculty member, other lecturer, or students whose classroom comments are taped as a part of the class activity.
- D. Information contained in the tape-recorded lecture is protected under federal copyright laws and may not be published or quoted without the expressed consent of the lecturer and without identifying and giving proper credit to the lecturer.
- E. Prior to tape recording any lecture, the student must receive approval from the Office of Disability Services and sign the Tape Recorded Lecture Pledge.

**Exhibits: Tape Recorded Lecture Pledge**

**Approved by: President as part of Appendix A to the Policy Development and Review Process Policy**

**Adopted: June 2020**