

REASONABLE CONSIDERATION REQUEST

AUDIO RECORDING OF LECTURES

REASONABLE CONSIDERATION REQUESTS:

- **Please note that Reasonable Consideration Requests are only valid if you received a notification from a Student Accessibility and Achievement-affiliated email.**
- Reasonable Consideration Requests are valid for 1 semester only.
- Each semester, students with this support will submit a new Reasonable Consideration Request through Clockwork that will be sent to their course instructor by email.

STUDENT EXPECTATIONS

- Instructors use multiple modes of communication to share their pedagogical materials with students. Their slides, video recordings, lecture notes, etc. remain their intellectual property. As such, you may use these only for your own personal learning (and research, with proper referencing/citation) ends. Disseminating or sharing these materials may constitute a violation of the instructor's intellectual property rights and could be cause for disciplinary action under the [Code of Student Conduct and Disciplinary Procedures](#).

PROFESSOR RECOMMENDATIONS

- Some students may need advanced access to lecture or course materials in order to access the materials (for example, using adaptive technology), or to have the materials adapted to an accessible format (e.g., Braille).
- As in all instances of students registered with Student Accessibility and Achievement, they are not required to disclose their diagnosis. If the student does disclose information regarding their disability, instructors should treat this information as strictly confidential.
- Instructors should remember that uploading lecture slides in advance and making them available for review afterwards can go a long way to support accessibility in the classroom, often reducing the need for certain individualized accommodations.
- In the Remote Learning Environment, not all students will have access to the online platform during the usual class time for a variety of reasons. Providing slides, questions, exercises, and recorded lectures can help students participate at their own pace.
- In cases where lectures are not recorded, individual accommodations may be necessary for students who are unable to attend live lectures or other synchronous learning activities.

Student name:	
Course:	
Instructor:	
Date:	

McGill University policy, along with Canadian and Provincial legislation, require that students with documented disabilities be permitted, in some instances, to access course and lecture materials, and/or hire professional note takers, in order to achieve reasonable accommodation in the classroom. This agreement between the student with accommodation and the faculty member protects these individuals while upholding policy and legislation.

I, _____ (Student Name - printed), agree to use any provided course materials or lecture transcripts for my own personal study and classroom-related use only. I agree that these materials will not be shared, distributed or duplicated in any form without the expressed consent of the above-named faculty member. I understand that disseminating or sharing these materials may constitute a violation of the instructor's intellectual property rights and could be cause for disciplinary action under the Code of Student Conduct and Disciplinary Procedures.

It is recommended to sign and keep copies of this agreement to show that both parties agree to the terms and agree to follow the roles and responsibilities as outlined in the Reasonable Consideration Request guidelines.

Student Name	Student signature	Date

Note taker name (if applicable)	Note taker signature	Date

Instructor Name	Instructor signature	Date