

Audio Recording Agreement

Purpose:

This agreement permits the student to use audio recording as a disability-related accommodation to access educational content. The use of recordings is solely for the student's personal academic use and is not a replacement for class attendance.

Students must sign the Audio Recording Agreement before use.

Students Responsibilities and Agreement:

By signing this agreement, the student agrees to the following:

- I understand this accommodation permits me to audio record classroom lectures/labs using a laptop computer, tablet, handheld recorder, smart pen or other audio recording device.
- I understand I am responsible for making my own recording and that neither my instructor nor Academic Success and Accessibility (ASA) is responsible for recording on my behalf.
- I acknowledge that recordings are intended to supplement my class notes and are not a substitute for class attendance. I will not record classes I do not attend.
- I agree to use the recordings only for my personal educational purposes, such as review and study.
- I will not copy, reproduce, distribute, upload, or share the recordings with others, including classmates or online platforms.
- I understand that information contained in the recordings may be protected under federal copyright legislation, and I may not publish or quote any part of the lecture without the instructor's explicit written consent and proper attribution.
- I agree to stop recording during portions of class where the instructor requires students to cease notetaking, especially during sensitive or personal discussions.
- If an instructor expresses concerns about recording a particular session or topic, I will notify ASA immediately to determine if an alternative accommodation should be arranged.

Name

Date