



AUDIO RECORDING OF COURSES AGREEMENT

Some students with disabilities may need to audio record a course in order to support their learning. This document serves as an agreement between student and instructor stating the student will abide by the terms listed below, and as a means to document an agreement regarding the possible retention of recordings.

By signing this agreement, the student agrees to abide by the following terms:

- i. Record solely in pursuit of your educational program and not for any commercial and/or non-educational goals.
- ii. Do not record courses or interactions without the instructor's knowledge.
- iii. Do not share these audio recordings with anyone (online or offline), nor play them for anyone else.
- iv. Do not engage in any other type of recording, including video recording.
- v. Delete the audio recordings within 14 days after issuance of a grade. In the event that you need to retain the audio recordings after the class has concluded, you must obtain written permission from the instructor. The instructor will decide whether you may retain the audio recordings for a longer period of time, and under what conditions.

Failure to abide by the terms above may result in a report filed with the Office of Student Conduct, Rights and Responsibilities.

ACKNOWLEDGEMENT OF STUDENT

_____ DEPARTMENT COURSE SECTION #	_____ STUDENT'S NAME	_____ STUDENT'S SIGNATURE	_____ DATE SIGNED
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ACKNOWLEDGEMENT OF INSTRUCTOR

_____ INSTRUCTOR'S NAME	_____ INSTRUCTOR'S SIGNATURE	_____ DATE SIGNED
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REQUEST TO RETAIN RECORDINGS AFTER CONCLUSION OF THE COURSE

The above student requests to retain the audio recordings under the following conditions, and for the following reason(s):

_____ STUDENT'S SIGNATURE	_____ DATE SIGNED
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DECISION OF INSTRUCTOR

_____ INSTRUCTOR'S SIGNATURE	_____ DATE SIGNED
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