



Office of Institutional Equity and Compliance

Audio Recording and Note-Taking Assistance Agreement

The Office of Institutional Equity and Compliance (OIE) and Student Accessibility Services (SAS) permit audio recording lectures and similar note-taking assistance accommodations which may include the use of a digital recorder, Livescribe SmartPen, peer-note takers, or software on a personal device for students with these approved accommodations. Students are required to sign this form upon approval of the accommodation(s). Failure to follow this agreement will result in a referral to student conduct.

By utilizing this accommodation in my course(s), I understand and agree to adhere to the following conditions:

- I understand that some of my personal information (name, ID#, email address) may be shared with Assistive Technology related entities in order to give me access to the technology platforms.
- I understand it is my responsibility to sign in and download certain assistive technology related applications in order for me to have access to them.
- I have been approved to produce audio recordings and/or receive notes of course lectures from my professor or peer note-taker for my personal study use only.
- I may not share, copy, download or distribute audio recordings and/or notes provided to me with others or profit financially from the content I record/receive.
- I understand that the audio recordings and/or notes provided to me may not be published online or publicly, distributed or quoted without the professor's consent in writing and in which the professor is given credit.
- I understand that the use of my personal device (phone, computer, etc.) to record or take notes should be used only for that purpose and not for any other purposes.
- I understand that in certain circumstances audio recording or note-taking may be prohibited by the professor for all students when the lecture contains personal discussion, reflections or self-disclosures.
- I agree to delete recordings at the conclusion of the semester, or in the event I take an Incomplete in the course, when I finish the course. For courses specific to my major, I will delete recordings prior to my graduation date.
- I will contact OIE/SAS if there are any issues or concerns with receiving or implementing these accommodations in the classroom, as soon as possible.
- I will notify OIE/SAS if I drop or add a course with regard to needing to add or remove note taking assistance for a specific course.

I hereby acknowledge that I have read, understand, and agree to follow the Audio Recording and Note-Taking Assistance Agreement.

Name (Printed): _____

ID #: _____

Signature: _____

Date: _____