

**Union College**  
**Accommodative Services Office**

**Student Agreement for Audio Recording Class Lectures**

As a student who has been approved by Accommodative Services to record audio during class lectures, I agree to the terms and conditions listed below. For the purpose of this agreement, a recording shall consist of: an audio replication recorded on devices including, but not limited to, Genio software, audio recorders, mobile phones, MP3 players, smartwatches, computers and any other handheld devices that record sound.

- I must communicate with the instructor to notify him/her of my intention to record.
- I will turn off the recording device at the instructor's request, such as when class comments/discussions are not suitable or essential for class notes.
- I agree that recording classes is permissible solely to facilitate my personal note taking accommodation and for no other purpose.
- I understand that the use of any electronic device (including computers, mobile phones and tablets) for any purpose other than that which is related to the lecture or class activity is prohibited.
- I agree that I will not share, send, publish, post, make public, or duplicate any recordings without the written authorization of the recorded person(s).
- I agree to destroy my recording of any classes at the end of the term. If my recording is for a class that I need to refer to in the future, I agree to destroy my recording at the completion of any courses that are dependent on this course.
- I further understand that failure to abide by these rules is a violation of Union College's Honor Code and subject to disciplinary action.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Contact Accommodative Services if you need any assistance. Email Christine Mongelli at [mongellc@union.edu](mailto:mongellc@union.edu).