



Notetaking Assistance / Classroom Recording Accommodation Acknowledgment Form

Student Name (print)	SCSU ID:	Course & Section / Professor	Semester

I have been approved for a note-taking assistance accommodation that permits me to make and use audio recordings of class lectures and discussions and to generate written notes through a platform provided by CASAS. I understand, acknowledge, and agree this accommodation is subject to the following conditions:

1. These classroom recordings and notes are for my personal use only in studying and preparing for this class.
2. I will not copy, share, post, transfer, play for others, allow others to use, or otherwise distribute these recordings or notes by any method whatsoever, including uploading them to file-sharing sites or posting them to the internet. The only exception is that I may upload audio files to Messenger Pigeon or another note-taking platform specifically designated by CASAS for the purpose of obtaining written notes pursuant to my CASAS-approved accommodations.
3. The recorded class lectures are the intellectual property of the professor, and the recorded comments made by my classmates are their own intellectual property. As such, these recordings are considered sources, the use of which is governed by federal copyright laws and SCSU's rules of academic conduct.
4. I will destroy all class recordings when I no longer need them for my academic work in the class, but no later than the end of the semester in which I take the class.
5. I understand that any violation of this Agreement may be deemed academic misconduct under the terms of SCSU's Policy on Academic Misconduct as well as a violation of the Board of Regents / SCSU Student Code of Conduct.

Student Signature _____

Date _____

A signed copy of this Agreement should be uploaded into the student's Accommodate file.