

**PERMISSION TO RECORD CLASSES AGREEMENT**  
**PLEASE READ - Agreement for Recording Classes**

I understand that as a student enrolled at Columbia College Chicago with a documented disability that affects my ability to take or read notes, I have the right to audio record my classes as a form of academic accommodation. As a condition of using the accommodation of recording classes, I fully agree to the following conditions and limitations:

- 1.** I will use recordings of classes solely for my personal use in study and preparation related to the class.
- 2.** The classes as presented are the intellectual property of the instructor, guest speaker (or a different source). Comments made by my classmates are their own intellectual property. I agree that I will not share or transfer these recordings by any method currently available or any method which may become available in the future. This means I will not give the recordings to anyone else, upload them to file-sharing sites, post them to the web, provide them to journalists, or share them in any other way.
- 3** This recording accommodation may require sitting at the front of the class to improve the quality of the recording.
- 4.** I will manage the recording device in a way that does not disturb others.
- 5.** I understand I am not allowed to videotape a class, and that my recording must be audio only.
- 6.** I will destroy each recording I made after the end of the semester or when I no longer need it for my academic work, whichever occurs first.
- 7.** I understand that the failure to abide by these provisions may result in the loss of permission to audio record classes, subject me to discipline under the Student Code of Conduct, or subject me to liability under copyright laws.
- 8.** This agreement may be amended by Columbia College Chicago from time to time as circumstances require.

**I have read, understand, and agree to the above terms for recording class activities.**