



Audio Recording Guidelines and Permission

Audio recordings allowed by the professor are considered the intellectual property of the instructor and the Community College System of NH (CCSNH). You are therefore, **prohibited from selling, transcribing, or distributing in any manner or form class lectures recorded by you to any other students or individuals.**

Audio recordings are intended to **supplement, not replace** class notes taken by you. You are still expected to attend class and take your own notes (unless you have an accommodation listed to receive a copy of class notes).

Audio recording is not a substitution for class attendance. Failure to attend class in accordance with NCC's attendance policies may result in failure or withdrawal from the course.

All class audio recordings should be **erased from your computer/recording device when it is no longer needed for your learning purposes.**

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I have read the above information and guidelines regarding audio recordings and I agree to comply with the guidelines set forth above if/when I choose to record lectures. I understand that failure to comply with the state guidelines could result in consequences such as disciplinary and/or legal action.

Student Name (printed)

Student Signature

Date

*** This form must be signed and on file with your instructor or Disability Services***