



## Center for Accessibility Services and Academic Accommodations

### Recording Classroom Lecture Policy

#### Introduction

Section 504 of ADA provides that the use of recording devices in classrooms cannot be prohibited if it has been approved as an accommodation for the student's disability to provide **meaningful access** to the educational experience. Students **who are unable to take or read notes** have the right to record class lectures only for personal study purposes.

#### Definitions:

**Course Materials** – lecture notes, outlines, slides, PowerPoint presentations, readings or other content made available to students by the instructor or presenter, or through any College learning system.

**Recording** – video or audio replication of photographic image recorded in devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers or other device that record images or sound.

#### Requirements

Any student who wishes to record course materials as an accommodation should first register with CASAA and provide the appropriate documentation. Upon approval, students are required to sign a Recorded Lecture Agreement with each professor for whom their class will be recorded. Once an Agreement has been signed, all students in the class must be informed that the class is being recorded. Every effort will be made to protect the confidentiality of a student with a disability who is being granted an accommodation.

All recorded material must be destroyed by the student and/or returned to the professor by the end of final examinations that semester in which they are enrolled in the class.

## **Limitations**

The recorded material is the intellectual property of the professor and/or American International College and may be protected by copyright laws. Information contained in the recordings may not be published or quoted without the express consent of the professor/student and without giving proper identity and credit to the professor/student.

Recorded materials may not be exchanged or distributed for commercial purposes, for compensation, or for any other purposes other than study by the approved student.

Use of the recorded material shall be limited to the student's personal educational use and cannot be shared, given, copied, sold, posted on line (in whole or in part), or made available to anyone other than the student making the recording.

**Violations of this policy may constitute copyright infringement in violation of federal or state law and may be subject to College disciplinary action.**



## Recording Classroom Lecture Agreement

I, \_\_\_\_\_, acknowledge that I am being permitted to record class lectures as an accommodation through CASAA and hereby agree to the following:

1. I will use recordings of class lectures solely for my personal use in the study of and preparation for the relevant class.
2. I will not share, give, copy, sell, post on line (in whole or in part), or make available to anyone else the class recordings, even if the other person is in my class.
3. I acknowledge that the recordings are sources, the use of which in any academic work is governed by the rules of academic conduct for AIC.
4. I will destroy, or return to the professor, any recordings that I was permitted to make by the end of final examinations for that semester in which they are enrolled in the class.
5. I am aware that any violation of the Lecture Recording Policy may constitute copyright infringement in violation of federal or state law and may be subject College disciplinary action.

Dated:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Professor

**Violations of this Agreement may be subject College disciplinary action.**