

## College Operating Procedures (COP)



**Procedure Title:** Recording Classroom Lectures Policy  
**Procedure Number:** 03-0614  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**  
Board Policy  
Florida Statute  
Florida Administrative Code

**Procedure Actions:** Adopted: 10/27/15

**Purpose Statement:** To allow students with a disability accommodation to record classroom lectures with written permission.

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### Guidelines:

#### I. Introduction

Advance, written permission is required in order to record classroom lectures, discussions or presentations ("lectures"). When granted, permission to record lectures is subject to the limitations set forth in this policy. Violations of this policy may lead to disciplinary action.

#### II. Definitions

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

B. **Recording** means a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, (cell phones, Smartphones, digital cameras, media players, computers, or other devices that record images or sound).

#### III. Requirements and Limitations

##### A. Advance Written Permission

Recording of classroom lectures and other structured educational presentations is prohibited unless advance written permission is obtained from the class instructor and any guest presenter(s) or as otherwise provided herein. An instructor may provide such permission to an entire class as part of the course syllabus or other written description of

a course. Students who require recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the Office of Adaptive Services (OAS) in advance of the lecture in order to obtain written permission to record.

In the event permission to record is granted, the professor may notify all students, speakers and other lecture attendees in advance that recording may occur. Every effort should be made to protect the confidentiality of a student with disability who is being granted an accommodation, i.e. the professor will not name student who is doing the recording when it is due to a disability accommodation.

### **B. Limitations on Use of Recordings and Materials**

Permission to allow recording is not a transfer of any rights in the recording or related course materials. Such recordings and materials may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed or displayed in any public or commercial manner. Students must destroy recordings at the end of the semester in which they are enrolled in the class.