Recording of class content includes, but is not exclusive to, audio recording, photography, video, scanning, screen capture, and the like.

Each instructor must permit class content to be recorded or transcribed by students when mandated to do so by the Americans with Disabilities Act or by other federal or state laws (Federal 504 Regs., The Federal Register, Vol. 42 No. 86 (5/4/77), page 2264, section 884.44, and Title II, The Americans with Disabilities Act, 8/90). Students who have disabilities, registered and documented with the Office of Disability Support Services, and who are prescribed an appropriate accommodation, are permitted to make recordings or have class content transcribed (which includes real time captioning/computer aided transcription). An instructor may request to see an accommodation letter from the Office of Disability Support Services and may also require that the student sign the University’s standard “Recording and Transcription Agreement” form* (attached) prior to allowing the recording. In all other cases, consent to record class content is at the sole and absolute discretion of the instructor.

Any recording of class content is for private use and study and shall not be made publicly accessible without the written consent of the instructor and students in the class. It is the student’s responsibility to ensure the destruction of the recording immediately after the course final.

*This document is provided as a sample agreement only.

Source: Student Academic Life Committee 5-11-12
Information Technology Committee 12-11-13

EFFECTIVE DATE: May 7, 2014
Supersedes UPS 330.230 dated 5-11-12
and ASD 13-176
RECORDING LECTURE NOTES AND TRANSCRIPTION AGREEMENT

It has been determined by Disability Support Services that I am allowed to record or have transcribed the lectures in my courses as an accommodation, with certain stipulations. As a student who uses services provided by Disability Support Services, this accommodation is in accordance with federal laws and regulations as well as the University Policy Statement 330.230: Recording and Transcription of Class Content by Students. This policy statement is attached to this agreement.

I agree:

• to use these recordings and transcriptions of any class content solely for my private academic use and study.
• at the request of my professor or classmates, to cease recording or transcribing when a classroom discussion includes personal, confidential information.
• not to share these recordings, transcriptions, notes or slides with any individual or entity without the prior written consent of my professor and the students in the class.
• not to hinder my professor’s ability to obtain a copyright of the course material and content.

I understand that it is my responsibility to erase recordings or transcriptions immediately after the course final. I understand that this agreement remains in effect for my entire tenure as a student at California State University, Fullerton.

Student’s Signature __________________________ Date ______________
Witness’s Signature __________________________ Date ______________

Student’s Name (printed) __________________________ Student’s CWID __________________________

* This agreement can also include instructor’s lecture notes or slides provided as an accommodation.

Please copy this document to:

Professor (if requested)  Student  Disability Support Services