

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 4410 Classroom Recordings

Recording of classes at SWOCC is prohibited without written permission of the instructor. No instructor will be required to permit classroom recordings except under requirements of law, as detailed below. Any such recording properly approved in advance can be used solely for the student's own private study and not for commercial purposes or distribution outside of the class. Permission to allow the recording is not a transfer of any copyrights in the recording.

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students with disabilities who are unable to take or read notes have the right to audio record class lectures for their personal study only. Classes recorded for this purpose may not be shared with other people without the consent of the instructor. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the expressed consent of the instructor and without giving proper identity and credit to the instructor.

Associated State ORS:

[ORS 165.540](#) -Obtaining Contents of Communications

Approved as APP: December 4, 2013

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