



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Retention, Outreach and Inclusive Student Services

Effective Date: 01/01/2022

Procedure Number: ROI-p.007.02

Student Affairs Working Procedure on Recorded Lectures

Intent: To provide registered Disability Accommodations & Support Services (DASS) students the ability to record class lectures based on their approved accommodations.

Background: CSU Coded Memorandum AA-2014-08, CSU Executive Order No. 1111 The Americans with Disabilities Act of 1990, as amended 2008 (ADAAA); Sections 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; and applicable state laws including but not limited to the Donahoe Higher Education Act, Education Code sections 67302, 67310-13 and sections 11135 and 12926 of the Government Code.

Accountability: Vice President for Student Affairs, Associate Vice President for Student Affairs – Retention, Outreach and Inclusive Student Services, the Director of DASS and all DASS professional staff, the Title IX Coordinator and students with disabilities requesting DASS accommodations and support services.

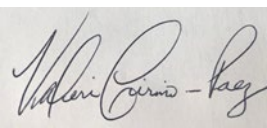
Applicability: Students enrolled full or part time at California State University Channel Islands (CSUCI) or programs administered through CSUCI Extended Education.

Attachment(s): Audio Recording Lecture Agreement (available on the 'forms' section of the DASS webpage)

Procedure:

1. Students must be registered with DASS and be approved for audio recording based on supporting documentation from a licensed professional and determined eligible by DASS Counselor.
2. At the beginning of each semester, students approved for audio recording of lectures as a disability related accommodation will log in to DASS On-Line Services and be prompted to read and sign the Lecture E- Form Agreement (attached)
3. By signing the Lecture E-Form Agreement, students confirm they will use the audio course recordings solely as a disability related accommodation for academic use and will not share or distribute the recordings in any format.


4. Students approved for audio recording are required to erase all recordings at the end of the semester.
5. Faculty will receive a DASS Faculty Notification Letter (FNL) indicating when a DASS student is approved for audio recording of lecture as a disability related accommodation.
6. Faculty may develop an additional audio recording contract for students to review and sign.
7. If faculty has an objection to being recorded, they will need to contact DASS at accommodations@csuci.edu.
8. Students approved by DASS to record the lecture may use any non-distributive means to record on their personal devices such as cellphones and laptop computers.
9. DASS has a limited amount of recording devices to loan to students throughout the semester. Students are required to sign a loan agreement form which indicates students are responsible for returning the recording device in working condition by the assigned due date. DASS may place a hold on the University Student Business account if the student breaks, misplaces or fails to return the device by given due date.

Valeri Cirino-Paez		11/24/2021
Author's name	Author's signature	Date

Approved:

Michelle Heinig Resnick		11/24/2021
DASS Director's name	DASS Director's signature	Date

Charles E. Osiris		11/24/2021
DSA Area Head's name	DSA Area Head's signature	Date

Toni DeBoni		11/24/2021
VPSA's name	VPSA's signature	Date