

## Office of Academic Support and Disability Services

### RECORDED LECTURE POLICY AND PROCEDURE

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**Title:** Recorded Lecture Policy and Procedure

**Policy Owner:** Office of Academic Support and Disability Services

**Contact Information:**

Office of Academic Support and Disability Services

Room 245 B

Main Building Phone: (212) 799-5000, ex. 320

Email: [Oasds@Juilliard.edu](mailto:Oasds@Juilliard.edu)

**Applies to:** Juilliard students

**Revised Date:** May 30, 2023

#### Recorded Lecture Policy

Students with disabilities who are unable to take or read notes have the right to record class lectures solely for personal study purposes.\* Should a student use lecture recordings for any reason other than for their own private study purposes, it will be considered a violation of the Juilliard student code of conduct and subject to disciplinary action. \*84.44 of Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112, amended P.L. 93-156).

The following uses of these personal recordings **are not permitted**:

- Lectures recorded for this purpose may not be shared with other people (including other classmates) without the consent of the lecturer and may not be used outside the Juilliard academic curriculum.
- Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express

consent of the lecturer and without giving proper identity and credit to the lecturer.

## **Disability-related Accommodation Information**

The Juilliard School will make reasonable accommodations for students with qualified disabilities. Students must first self-identify as a student with a disability to [OASDS](#) and submit the registration paperwork and any requested documentation before requesting to record class lectures as a disability-related accommodation. OASDS will engage with the student in an interactive process in determining the student's eligibility to record lectures as an accommodation. If approved, OASDS will include this accommodation in the student's reasonable accommodation plan agreement, which will be distributed to faculty at the beginning of the term. Students must also agree to abide by this policy by signing the Student Agreement for Recording Class Lectures, found on page two of this policy, for every class for which they are receiving this accommodation.

## Student Agreement for Recording Class Lectures

I, [Click or tap here to enter text.](#) acknowledge and agree to use the recordings of any class lecture and class critiques exclusively for my private use and study. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Recorded lectures and class critiques may not be used in any way against the faculty member, other lecturers, or other students whose comments are recorded as part of classroom activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

I hereby acknowledge that I have read and understood the above policy and that I will abide by the policy with regard to any lecture and class critiques I record while enrolled as a student at The Juilliard School. I further understand that the reference to recordings includes any transcript produced from the recording.

**COURSE NAME:** [Click or tap](#)

**STUDENT'S NAME:** [Click or tap](#)

**STUDENT'S SIGNATURE:**

X

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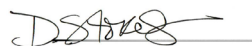
**DATE:** [Click or tap to enter a date.](#)

**OASDS REPRESENTATIVE:**

Dan Stokes, MEd, CRC

Director Office of Academic Support and Disability  
Services (OASDS)

OASDS Representative Signature



**DATE:** [Click or tap to enter a date.](#)

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