

Recording Course Content Accommodation Requirements

For some students with disabilities, access to recorded or captured course content is a required academic accommodation that supports equitable access to learning.

Accommodation: Content Capture by Alternate Means

Students registered with Student Accessibility Services (SAS) must provide appropriate supporting documentation to access this accommodation. Approved students will have “Content Capture by Alternate Means” listed on their Letter of Accommodation (LOA). The presence of this accommodation on the LOA constitutes permission to record or capture course content, within the parameters of the framework provided in this document, and students are not required to seek additional permission from instructors. Instructors may collaborate with SAS and students to determine the most appropriate method of access to this accommodation for their course.

Content Capture by Alternate Means may include:

- Approved Computerized note-taking software
- Approved Audio recording device
- Approved Transcription software
- Other SAS approved methods of capturing course content

Important: Content Capture by Alternate Means supplements learning and does not replace attendance or participation requirements.

Student Responsibilities and Safeguards

Students approved for Content Capture by Alternate Means must agree to and complete the SAS Service Agreement. The agreement explicitly states that:

- Audio recordings, transcripts, captions, notes, and other captured content created through approved technology may not be shared, distributed, posted, or reproduced without appropriate authorization.
- Note-taking and content capture supports are for personal academic use and are intended to facilitate access to course content. These supports do not replace the

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responsibility to attend scheduled classes, take their own notes and actively participate in learning

- Course content is protected by copyright and that unauthorized sharing, distribution, posting, or reproduction of notes, recordings, transcripts, captions, or other course materials may result in termination of services and/or disciplinary action under university policies, and/or external legal action.

Copyright and Fair Dealing

Course content and recordings remain protected by federal and international copyright legislation and may not be shared, published, or quoted without the lecturer's explicit consent. If consent is granted, the lecturer must be properly identified and credited.

Students may use captured material only for purposes permitted under fair dealing, including private study, research, criticism, or review. Violating the expectations in the Copyright and Fair Dealings could result in changes to accommodations, University conduct review, or legal recourse.

For more information, visit the [Canadian Intellectual Property Office](#) or review the [Copyright Act](#).

Alternatives to Course Recordings

In limited circumstances, an instructor may restrict recording for privacy, safety, or sensitive discussions. When a restriction is applied, all students should pause note-taking or recording during that period. Because this accommodation substitutes for note-taking, recording should otherwise be permitted whenever note-taking is possible for others in the class.

If a particular class or portion of a class cannot be recorded, students should be informed well in advance or, at minimum, within the first two weeks of the course. The University's responsibility to ensure full access to lectures, tutorials, and related course content remains in place. An alternative means of access such as; a written transcript of the lecture, presentation slides and audio transcripts, must be discussed and agreed upon with the student and SAS well in advance.

Visiting Lecturers

Visiting lecturers are considered agents of the University. The inviting party should notify them that a student has permission to record course content as a disability-related accommodation. If a visiting lecturer does not permit recording, the University remains responsible for ensuring that the student has equitable access, and an appropriate alternative must be arranged.