



**Number:** 10-048  
**Title:** Course Notes and Recordings  
**Responsible Office:** Academic Affairs

**Date of Origin:** 3-11-02

**Date Last Amended:** 7-2-21 (technical)

**Date Last Reviewed:** 7-2-21

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## **I. PURPOSE & INTENT**

As part of the education and learning experience, enrolled students routinely take course lecture notes. With the permission of the instructor, students may record lectures as well. Lecture notes and recordings involve the intellectual property rights of instructors and the University of South Florida's (USF) Regulation of the commercial use of such notes or recordings. This Policy sets forth limitations on, and the University of South Florida's Regulation of the use of notes/recordings.

## **II. STATEMENT OF POLICY**

- A. Students may take notes during lectures/class presentations and, with the permission of the instructor or as authorized by the Office of Academic Support and Accommodations for Students with Disabilities and with the instructor's knowledge, make a recording of the lecture/presentation. Such notes and recordings may be used for individual or group study, or for other noncommercial purposes reasonably arising from the student's enrollment.
- B. Notes, recordings, handouts and other material provided by the instructor cannot be exchanged or distributed for commercial purposes or for any purpose not related to a student's study or enrollment absent the express written authorization of the instructor.

- C. Selling or distributing notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the University of South Florida and the instructor is a violation of the USF Student Code of Conduct.
- D. Commercial Activities on Campus: [USF Regulation 6.026](#) and [Policy No. 6-028](#), concerning distribution of material and solicitation on campus, prohibit commercial activity on campus with certain expressly enumerated exceptions. Unless authorized by the University of South Florida in advance and explicitly permitted by the instructor, the sale or taking of class notes and/or recordings except as authorized by [Florida Statute, Chapter No. 2021-159](#) constitutes unauthorized commercial activity in violation of the foregoing Regulation.
- E. Recordings of Class Lectures: The University will comply with [Florida Statute, Chapter No. 2021-159](#) which permits student recording with specific guidelines limiting recording to instructor delivered class lectures and use of the recordings.

**\*Current Responsible Office: Academic Affairs**

**\*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.**

*History: New: 3-11-02, Amended: 10-6-08, 7-2-21 (technical).*

*Consolidation Amendments Effective 7-1-20.*