

**CHAPTER 6: Educational Program  
ADMINISTRATIVE PROCEDURE NO. 6.32.1 (AP 2510)**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject** 6.32.1 Educational Materials: Distribution of Academic Presentations  
**Revision Date:** 10/12  
**References:** Education Code Sections 66450 and 66452(a)

---

1. Except as authorized by policies developed in accordance with the Education Code (Section 66452(a), no business, agency or person, including, but not necessarily limited to, an enrolled student, shall prepare, cause to be prepared, give, sell, transfer, or otherwise distribute or publish, of any commercial purpose, any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction by an instructor of record. This prohibition applies to a recording made in any medium, including, but not necessarily limited to, handwritten or typewritten class notes.
  - a. “Academic presentation” means any lecture, speech, performance, exhibit, or other form of academic or aesthetic presentation, made by an instructor of record as part of an authorized course of instruction that is not fixed in a tangible medium of expression.
  - b. “Commercial purpose” means any purpose that has financial or economic gain as an objective.
  - c. “Instructor of record” means any teacher or staff member employed to teach courses and authorize credit for the successful completion of courses.
2. Nothing in this section shall be construed to interfere with the rights of disabled students under law.