

## Class Recording & Dissemination Policy

Policy Information	
<b>Issuing Authority:</b> Office of the Provost	<b>Effective Date:</b> 8/7/20
<b>Responsible Units:</b> Office of the Provost; Academic Departments; Academic Services (Learning and Disability Services)	<b>Revision Dates:</b> 7/27/20

**Policy Summary:** Class recording and dissemination policies for inclusion on course syllabi.

### Policy:

#### Class Recording:

Classes may be recorded by instructors in both in-person and online formats. Students will be notified in advance if classes are being recorded. These recordings may be made available through the course website in Canvas (the College’s Learning Management System). These recordings are used for educational purposes only and may not be shared with anyone else or posted anywhere online (outside of the Canvas course site). The dissemination of class recordings other than in Canvas is only permitted with the speaker’s (including any identifiable student on the recording) explicit written permission.

Student recordings of class must have prior instructor approval and are prohibited except for the purposes of an individual student making the recording to achieve course learning outcomes (e.g., a student studying lecture material to prepare for an exam). Other students must be notified in advance if classes are being recorded; therefore, students should receive permission from an instructor to record class and the instructor will provide notice to other students that the course is being recorded. Such student recordings may not be disseminated or shared without explicit instructor approval in addition to the explicit written permission of any speaker (including any identifiable student on the recording). Students with approved accommodations may also be permitted to record lectures in this course in order to be provided meaningful access to the lecture material and to the educational experience and such requests are handled in accordance with the College’s policies and procedures.

Note: Recordings may be prohibited, at the instructor’s sole discretion, during portions of lectures or discussions that may involve personal, self-disclosure by other students. Instructors may also prohibit recordings to ensure the academic integrity of assignments (e.g., during reviews of exam answers). Please see your instructor if you have any questions or concerns about this policy.

**Revision History:**

7/27/20: Revised to account for class recordings in the HyFlex format.