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Approved  
Effective N/A  
Next Review N/A

Owner Milford Muskett:  
VP Academic  
Affairs  
Policy Area Division of  
Academics

## Recording Classes

### Purpose

To define the conditions for approved recording of course sessions.

### Policy

Students may not record courses unless they have explicit use recording instruments permission of the instructor. Any recordings made are for the student's use in studying and cannot be published or disseminated in any way, including social media, without the express written permission of the course instructor.

### Scope and Definitions

This policy applies to in person and online courses

Recording includes audio, video, and images.

### Procedure

Students who wish to record a course session must obtain verbal or written permission from the instructor.

### Sanctions and Notifications

Students recording without permission will be asked to stop recording and then to leave class if recording persists. Unauthorized use of recordings may be grounds for further discipline.

# Appeals and Deadlines

Student must request permission to record during class prior to the class session.

## Record-Keeping Authority and Designation

Instructor of record

## Vetting Process and Final Approval

- A. Faculty Senate - Academic Standards Committee
- B. Vice-President for Academics and Academic Deans
- C. Center for Institutional Effectiveness (quality assurance)
- D. President's Executive Council
- E. President

### Approval Signatures

Step Description

Approver

Date

President's Executive Cabinet:  
review and approve vetted  
draft

Julia Goodfox

Pending

Faculty Senate: Academic  
Standards Committee.

Gabe Begaye: Professor,  
Mathematics

5/9/2024, 1:43PM EDT

VPA initiates new or revises  
existing policy in policystat

Rhonda LeValdo: Interim Vice-  
President of Academics

5/8/2024, 4:42PM EDT