

<b>Section:</b>	II.3.44	
<b>Title:</b>	Class Recording Policy	
<b>Effective Date:</b>	November 4, 2014	
<b>Approved By:</b>	Provost	
<b>Responsible Unit:</b>	Academic Affairs (609)771-3080; academic@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Academic Integrity Policy</a></li> <li>• <a href="#">Absence and Attendance Policy</a></li> <li>• <a href="#">Syllabus Policy</a></li> <li>• <a href="#">DSS Waiver for Recording</a></li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	November 4, 2014	New Policy; Initial Release

## I. INTRODUCTION

This policy concerns student recording of academic classes. It explains when a student may record a lecture and how a student may use this recorded information.

## II. DEFINITIONS

A. “Class Recording” is a video and/or audio replication or photographic image of a class (including lectures and discussions) captured on a recording device that captures and stores images and/or sound including, but not limited to, audio recorders, video recorders, cellular phones, digital cameras, MP3 players, computers and handheld devices and stored on such device or other storage device or media.

B. “Recorder” is the student making the Class Recording.

C. “Authorized Student” is the student for whom the Class Recording is made (or as the context requires for whom it has been requested). The Authorized Student may, but need not be, the Recorder.

## III. POLICY

Scope: This policy governs Class Recordings by students, however accomplished, in all cases.

Student Recording: Students may not create Class Recordings by any means without the prior express authorization of the faculty member teaching the class (“Instructor”) or the Office of Disability Support Services pursuant to Section III.B.4. below, or the Hearing Officer pursuant to Section III.B.5. below.

- a. Instructors who wish to emphasize the restriction on Class Recordings or educate students about this policy may wish to consider referencing the restriction and/or policy in their course syllabus.
- b. Instructors may permit a Recorder to make a Class Recording for an Authorized Student. Alternatively, instructors who prefer to make a recording themselves may do so, and make it accessible to the student(s), for example through library media reserves. In accordance with the College Absence and Attendance Policy, students are expected to attend class and complete assignments as scheduled, to avoid outside conflicts (if possible), and to enroll only in those classes that they can expect to attend on a regular basis. Instructors are encouraged to permit a Recorder to make a Class Recording for an Authorized Student in the event of the Authorized Student's approved absence, such as for illness, injury, death in the family, observance of religious holidays, sanctioned participation in certain College events, or other similarly compelling reasons. Any recording made by an authorized student will be destroyed after the posting of the student's final grade.
- c. If at some point in a class discussion, the Instructor (perhaps, but not necessarily, in response to a student complaint or request) determines that the material is sufficiently sensitive or personal to warrant the suspension of recording, the Instructor may request that the recording be temporarily suspended. The Recorder will comply with any such request, and all students will likewise be restricted from taking notes during that temporary suspension, provided however, that students with disabilities will continue to be reasonably accommodated.
- d. The Office of Disability Support Services may permit a Class Recording as a reasonable accommodation for an Authorized Student. The Authorized Student shall provide the Instructor with documentation from the Office of Disability Support Services to that effect, and the Instructor must comply with that accommodation.
- e. Due to the potentially time-sensitive nature of the request, if the Instructor denies a student request to record, the student may appeal this decision to the dean of the school (the “Hearing Officer”), who shall after a prompt investigation issue a final determination on the matter.

Restrictions on the use and distribution of Class Recordings: Except to the extent that the Instructor expressly permits other uses, the use of Class Recordings is solely authorized for the purposes of individual study of the Authorized Student and shall not be otherwise shared, copied, distributed or displayed, including without limitation via the Internet. The grant of permission to record shall

create no intellectual property rights in the Class Recording, nor convey any such intellectual property rights to the Authorized Student or the Recorder, except for the Authorized Student's limited license to use the Class Recording in accordance with this Policy. In requesting such permission, the Recorder and Authorized student shall expressly agree to be bound by the restrictions set forth in this policy.

**Awareness of the recording:** All students should be aware that there may be a recording in progress in any class they attend. If students are uncertain about the possible recording of a class and need clarification, they should consult the Instructor. Instructors may choose to remind students that a recording of the class may take place.

Violations of this policy by students may result in disciplinary action under the College's Academic Integrity Policy.