

\* - indicates a required field.

For questions regarding this template, please send an email to [policies@umw.edu](mailto:policies@umw.edu)

<b>* POLICY NAME:</b>	<b>Policy on Recording Class and Distribution of Course Materials</b>
<b>* POLICY TYPE:</b>	Choose an item.
<b>POLICY #:</b>	To be completed by University Policy Manager
<b>*STATUS:</b>	Choose an item.
<b>*CONTACT OFFICE:</b>	Office of the Provost
<b>*OVERSIGHT EXECUTIVE:</b>	Provost
<b>*APPLIES TO:</b>	All students
<b>*PURPOSE:</b>	The policy has three purposes to establish clear guidelines regarding: (1) the audio and video recording of class sessions (meeting, lectures, discussions, etc.); (2) exchange or distribution of class materials; and (3) possession of recorded class materials after the end of a course.
<b>DEFINITIONS:</b>	<p><b>Recording</b> – the act of capturing sound and/or visual images on any storage device allowing the captured sounds or images to be heard or seen again.</p> <p><b>Recording devices</b> – any instrument used for the visual and/or audio duplication/preservation/replication of any class meeting or activity; recording devices include but are not limited to audio recorders, video recorders, cell phones, cameras, MP3 players, computers, or any other device whether hand held or not that may be used to capture and save images and/or sound.</p> <p><b>Class materials</b> – any document or other item provided by or made available by the instructor to students enrolled; class materials may be distributed during a class meeting, made available through the UMW Learning Management System, or provided to enrolled students by any other means as determined by the instructor.</p> <p><b>Personal Use</b> – use by an individual student for the purpose of studying for and/or completing course assignments.</p>
<b>*POLICY STATEMENT:</b>	<i>Any audio or visual recording by students of class meetings, lectures, discussion, or other class activities is allowed only with the express permission of the instructor or under terms and conditions as approved by UMW's Office of Disability Resources, which will be communicated to the instructor before any recording occurs. The results of a recording may only be used for personal use, unless the instructor authorizes use by other students in the course. Recordings and course materials may not be reproduced or exchanged or distributed. This ban on distribution includes materials provided for online or hybrid courses.</i>
<b>PROCEDURES:</b>	

<p><b>* General Procedures for Implementation:</b></p>	<ol style="list-style-type: none"> <li>1. Instructors should state, on the course syllabus, their policy regarding the recording of class lectures/discussions/sessions/meetings/etc. and the circumstances under which recording will be allowed or prohibited.</li> <li>2. Recording and transmission of class lectures, meetings, discussions or other activities of the course are prohibited unless (1) the instructor's syllabus states that recording is allowed or (2) the student receives written permission from the instructor before any such recording occurs. Recording devices may not be used in class without written permission from the instructor obtained in advance.</li> <li>3. If written instructor permission for recording is provided, the instructor will notify all students in the course that recording has been approved and will be occurring. Any guest presenters in a course must be notified in advance that recording has been approved and will be occurring. (NOTE: these provisions apply differently in cases where students have approval from the Office of Disability Resources to record class meetings or discussions.)</li> <li>4. Students who have received approval by the Office of Disability Resources to record classes must communicate the approval instructions to the course instructor in advance and must provide the accommodations letter from the Office of Disability Resources authorizing recordings.</li> <li>5. Recording of class lectures, presentations, discussions, etc. is for the sole personal use of the student. Recordings may not be exchanged or shared with others.</li> <li>6. Recordings and any or all other course materials may not be exchanged or distributed for commercial purposes or for any other purpose other than study by the students in the class.</li> <li>7. Students must destroy recordings at the end of the semester in which they are enrolled unless they receive written permission from the instructor to keep the recording beyond the end of the course or the Office of Disability Resources has approved the student to keep the recordings after the course and has communicated that approval to the instructor.</li> <li>8. Students in violation of any part of this policy are subject to disciplinary action through the Office of Judicial Affairs and Community Standards.</li> </ol>
<p><b>* Process for Developing, Approving, and Amending Procedures:</b></p>	<p>The Office of the Provost is responsible for oversight of this policy. Reviews, adjustments, and/or amendments will be undertaken on an as needed basis.</p>
<p><b>* Publication and Communication:</b></p>	<p>The Office of the Provost will be responsible for notifying students, faculty, and staff about this new policy. Key details about the policy will be printed in the Graduate and Undergraduate <i>Academic Catalogs</i>, in the <i>Faculty Handbook</i>, and in the <i>Student Handbook</i>.</p>
<p><b>* Compliance Monitoring and Reporting:</b></p> <p><i>(How is compliance with the</i></p>	<p>The Office of the Provost, the Offices of each College Dean, the Office of Disability Resources, and the Office of Judicial Affairs and Community Responsibility are responsible for oversight of this policy.</p>

<i>policy monitored and reported?)</i>	
<b>RELATED INFORMATION:</b>	
Policy Background:	UMW does not have a clear policy or guidelines regarding circumstances in which recording of classes is permitted. Instances of surreptitious recording of classes have occurred and these raise privacy concerns and (potentially) can result in classroom materials being shared or distributed in ways not authorized by the instructor who created and/or distributed the class materials.
* Policy Category:	Choose an item.
Category Cross Reference:	Leave Blank – this will be filled in by the University Policy Manager.
Related Policies:	
<b>HISTORY:</b>	
* Origination Date:	August 2016
* Approved by:	Approved by the Provost’s Academic Affairs Council, <i>September 1, 2016</i> Approved by the University Faculty Affairs Committee, <i>November 8, 2017</i> Approved by the University Faculty Council, <i>[date]</i> Approved by the Rector and Visitors of UMW, <i>[date]</i>
* Approval Date:	Final Date TBD
* Effective Date:	TBA
* Review Process: <i>(How is this policy reviewed to ensure that it is effective? By whom? How often?)</i>	When conditions necessitating review arise, policy review starts with the Provost’s Academic Affairs Council, proceeds through the necessary levels of faculty governance, and is then finally reviewed and approved by the Rector and Visitors of the University of Mary Washington.
* Next Scheduled Review:	As needed.
Revision History:	