



National University of Health Sciences General Policies

Title: Classroom Recording

Page 1 of 2

Date Adopted: January 1, 2013

Date(s) Revised:

James Hintersterni

President

1-1-13

Date

Policy Statement

Advance, written permission is required in order to use a recording device in any NUHS undergraduate, graduate, or post-professional classroom. This policy applies to curricular activities scheduled within property owned or controlled by the University, and used in direct support of, or in a manner related to the institution's educational purposes. Examples include, but are not limited to: lectures, seminars, interactive skill-development lab classes, group-assigned project reporting formats, individual case-based presentations, etc. When granted, permission to record a class is subject to the limitations set forth in this policy. Violations of this policy may constitute copyright infringement in violation of federal or state law, and may also expose the violator to University disciplinary action.

Definitions

- A. **Course Materials** mean lecture notes, outlines, slides, PowerPoint presentations, readings, or other content made available to students by the instructor or presenter, or through any University online learning system.
- B. **Recording** means a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, smartphones, digital cameras, media players, computers, or other devices that record images or sound.

Requirements and Limitations

A. Advance Written Permission

Recording within a classroom is prohibited unless advance written permission is obtained from the class instructor and any guest presenter(s). An instructor may provide such permission to an entire class as part of the course syllabus or other written description of a course. Students who need to record classroom activities or other adaptations to a class as a reasonable accommodation for a documented disability should contact the Dean of Students well in advance of the class in order to obtain permission to record within the classroom.

If permission to record in the classroom is granted, the instructor should notify all attendees in advance that an attendee has been granted permission to record the class. Every effort should be made, however, to protect the confidentiality of the student. The instructor will not name the student who is recording the class when it is due to a disability accommodation.

B. Limitations on Use of Recordings and Materials

Classroom recordings and any related course materials may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed or displayed in any public or commercial manner.

Students must destroy recordings at the end of the semester in which they are enrolled in the class.