

Approved by: Faculty and President

Date Approved: not available

Effective Date: not available

1. **Summary:** This policy establishes the permissible recording and use of classroom lectures by students.
2. **Rationale:** This policy is necessary to ensure the proper recording and use of classroom lectures and presentations.
3. **Entities Affected:** students
4. **Definitions:** not applicable
5. **Policy:** Students are permitted to record classroom lectures and other class presentations in a course only with prior permission from the course instructor. Students must request permission to record at the beginning of the semester in which the course is offered. Students are forbidden from using recordings of lectures or class presentations for publication or other means of reproduction. Recordings are for individual student use only.
6. **Procedure:**
 - a. **Implementation:** not applicable
 - b. **Responsibility for Compliance:** Vice President of Academic Affairs
 - c. **Notification:** This policy will be posted on the College's website and published in the College's *Academic Catalog*.
 - d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

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| Policy version: 1.0 | Policy number: 3.009 |
| Related policies: | |

Policy History

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| Version 1.0 | Not Available |
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