



University Policy Statement

UPS 330.230

**RECORDING AND TRANSCRIPTION OF CLASS
CONTENT BY STUDENTS**

Recording of course class content includes, but is not exclusive to, audio recording, photography, video, scanning, transcription, screen capture, and the like. Class files include any materials distributed for student use (whether electronic or not).

Class content is for enrolled university students' personal use and study and shall not be distributed or made publicly accessible in any manner without the written consent of the instructor and all students in the class. At no point should any course content be sold by students for any reason. Sharing course content and files with a third party or distributing course content on any social media or file-sharing platform, is prohibited without written instructor consent. These prohibitions apply both during and after course enrollment.

Only the course instructor may authorize the sharing of their class content outside of sanctioned university learning management systems or classrooms.

Faculty retain the right to prohibit or permit audio recordings of course content in compliance with the law. Such permissions shall include written or digital communication (e.g., campus email).

Audio Recording of Lectures as an Accommodation:

In accordance with federal and state law, audio recording and transcription of course content may be permitted for students with disabilities to receive equal access once the instructor has received a notification letter from Disability Support Services verifying the accommodation. All students approved for audio recording of lectures as an accommodation are required to sign the Audio Recording Agreement Form. This form then becomes part of the student's record within Disability Support Services. Student records are made available to instructors upon request. The Audio Recording Agreement Form is available on the Disability Support Services' website.

Source: Student Academic Life Committee

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