

**Hope College Classroom Recording Policy – DRAFT3**  
**considered by the Academic Affairs Board, 4/29/14**

The audio, still photo, and video recording of classroom lecture, discussion, laboratory, studio, and other activities by analog, digital, or future recording technology is governed by this classroom recording policy.

In brief, ***students must ask for and obtain permission to record from the instructor and may not distribute such recordings. Instructors will inform the class if recording has been permitted.***

This classroom recording policy strives to recognize current norms and practice, promote student learning, differentiate between public and private space, create a safe classroom environment, respect individual privacy, provide for informed consent, consider potential consequences from distribution of such materials, and be consistent with the institutional values of Hope College. Details of the policy follow.

Student wishing to record classroom activities must request permission from the instructor before doing so. The instructor will have sole discretion to determine if recording will be allowed (see ADA exception below). Instructor permission may be granted by means of a permission form, email, orally (not recommended), or by statement in the course syllabus. Permission may be denied similarly.

If permission has been granted to any student to record classroom activities, the instructor must inform all students and other course participants that recording may occur.

Student classroom recordings are to be used solely for the personal academic study and review of the student. With the explicit permission of the instructor, classroom recordings may also be used with other students enrolled in the same course. Any further sharing or distribution of student classroom recordings is expressly prohibited. Alleged violations will be subject to College disciplinary proceedings as described below.

Students must destroy recordings at the end of the semester in which they are enrolled. A student may request that recordings be retained for a longer time period, to which an instructor may grant permission.

Faculty wishing to record classroom activities must inform all students and other participants of the nature and purpose of the recording. Any further distribution of such recordings is prohibited without obtaining written consent of all individuals identifiable on the recording.

Students may record classroom activity as an accommodation under the American with Disabilities Act. In such cases, the student must obtain approval from the Dean of Students and inform the course instructor. The Dean of Students will grant such permission consistent with applicable law and provision of appropriate documentation. The instructor

will then allow such recording and inform other students that recording may take place, though not identify the individual making the request.

Violations of this policy will be subject to appropriate grade and non-grade sanctions. The instructor should meet with the student to determine the facts of the case. The instructor may choose to impose no sanction or lower a student's grade on an assignment. Under special circumstances such as documented harm to a classmate or to the instructor, a failing grade for the course may be assigned. The instructor may also recommend non-grade sanctions to the Provost. In any case, all violations of the policy shall be documented by the instructor and communicated to the Provost (with a copy to the student). The Provost will keep such records until the student graduates. The student has the right to appeal the instructor's recommended sanction to the Provost. The Provost will uphold, modify, or reject the recommendation of the professor, and will communicate the decision to the student. The student may appeal the Provost's decision to the Student Standing and Appeals Committee.

**Appendix. SAMPLE RECORDING AGREEMENT**

Student: \_\_\_\_\_ ID #: \_\_\_\_\_  
Course: \_\_\_\_\_ Term: \_\_\_\_\_  
Instructor: \_\_\_\_\_

Permission has been requested and granted to record the above activities in the above course for individual learning purposes.

If asked at any point to turn off my recording during class, I will do so.

I will use the recordings only for my individual learning. I will not share the recordings [with anyone outside the course] or distribute them in any manner or format.

I will destroy all recordings for this course at the end of the term.

I understand that violation of this agreement will subject me to College disciplinary proceedings and may result in legal sanctions for violation of copyright law.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Proposed Catalog Copy (p. 86 at end of section A).**

**The classroom recording policy** applies to audio, still photo, and video recording of classroom lecture, discussion, laboratory, studio, and other activities by analog, digital, or future recording technology. This policy strives to recognize current norms and practice, promote student learning, differentiate between public and private space, create a safe classroom environment, respect individual privacy, provide for informed consent, consider potential consequences from distribution of such materials, and be consistent with the institutional values of Hope College. In brief, (i) students must ask for and obtain permission to record from the instructor, (ii) students may not distribute such recordings, and (iii) instructors will inform the class if recording has been permitted. Violations of this policy will be subject to appropriate grade and/or non-grade sanctions. The full policy is contained in the STUDENT HANDBOOK.

and possibly.... (iv) recordings are to be deleted at the end of the course