

**Goldfarb School of Nursing (GSON)
at Barnes-Jewish College
Student Affairs Policies/Procedures**

TITLE: Recording Classroom/ Clinical Lectures - GSON Students

SUBMITTED/REVIEWED BY: Michael D. Ward, Ph.D., RTR, FASRT
Vice Dean for Student Affairs and Diversity

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Policy Statement

The dissemination of course materials and video recording of lectures, discussions, or presentations are governed by this policy. Advance, written permission by the faculty member or lecturer is required to record classroom/clinical lectures, discussions or presentations.

Violations of this policy may constitute copyright infringement in violation of federal or state law, and may be subject to College disciplinary action under the Code of Conduct.

I. Definitions

A. Course Materials includes but is not limited to lecture notes, outlines, slides, PowerPoint presentations, readings or other content made available to students by the instructor, lecturer, presenter, faculty member or through any College online learning system.

B. Recording includes but is not limited to a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, smartphones/watches, digital cameras, media players, computers, or other devices that record images or sound.

II. Requirements and Limitations

A. Advance Written Permission

1. Recording of classroom/clinical lectures is prohibited unless advance written permission is obtained from the course instructor and/or any guest presenter(s). An instructor may provide such permission to an entire class as part of the course syllabus.

In the event an instructor does not provide blanket permission to the entire class as noted in the course syllabus, s/he may permit the recording of specific lectures. In instances where a student(s) wishes to record the lecture, the student(s) must complete the Permission to Record Class Lectures Form and have it executed by the instructor prior to the class/clinical.

In the event permission to record lectures is granted, the instructor will notify all students, speakers and other lecture attendees in advance that recording may occur.

2. Students who require recording or other adaptations of lectures as a reasonable accommodation for a documented disability should contact the Disability Services office at the start of the term in order to obtain a letter of authorization. That authorization letter is to be presented to each course instructor acknowledging the accommodation and permission to record each specific lecture will not be required.

Every effort should be made to protect the confidentiality of a student with a disability who is being granted an accommodation, i.e. the professor will not name the student who is doing the recording when it is due to a disability accommodation.

B. Limitations on Use of Recordings and Materials

Permission to allow lecture recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and 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.

Permission to Record Class/Clinical Lectures

_____ is permitted to record lectures for
(Student Name)

Course Title: _____

Course Number: _____

Instructor: _____

Permission granted for recording of any lecture in this course: [] Yes [] No

Permission granted for recording of individual lecture on a specific date: [] Yes [] No
_____ Date of lecture:

Term: __ Fall __ Spring __ Summer

Year: 20_____

Instructor Signature _____

Date _____

I understand that I must receive permission from my instructor to record lectures and course materials, including PowerPoint presentations, outlines, and similar materials made available on course management systems.

I will not use the recordings for any purpose other than my individual learning in a private or collaborative format, and will not share them with or distribute them to, anyone outside the course this term.

I understand that violation of the above policy may result in both legal sanctions for violations of copyright law, and may subject me to College disciplinary action under the Code of Conduct policies.

Student Signature _____

Date _____

Copies: Student
 Instructor