

1 **Electronic Recording of Classroom Lectures AND CLASSROOM ACTIVITIES**

2 (Senate: 2/20/68; President: 2/27/68)

3 Faculty members may permit their classroom lectures to be recorded. However, for their own
4 protection as well as that of the University, this permission shall be in written form, shall indicate
5 any limitations imposed on future use of the recording, and shall bear the faculty member's
6 signature.

7 The faculty member may retain a copy of the written permission. All of the normal rights of
8 authorship shall be accorded to the faculty member whose classroom lectures have been
9 recorded, though absolute protection of these rights may be extremely difficult to furnish and
10 therefore cannot be guaranteed.

11 CALIFORNIA STATE UNIVERSITY, LOS ANGELES RECOGNIZES THAT THERE MAY BE TIMES WHEN
12 RECORDING CLASSROOM LECTURES AND CLASSROOM ACTIVITIES MAY BE HELPFUL FOR STUDENTS.
13 FACULTY MEMBERS MAY PERMIT THEIR CLASSROOM LECTURES AND CLASSROOM ACTIVITIES TO BE
14 RECORDED. AT THE SAME TIME, SUCH RECORDING MAY POSSIBLY INFRINGE UPON THE RIGHTS OF
15 FACULTY, STAFF, AND STUDENTS AT THE UNIVERSITY. THE POLICY BELOW PERTAINS TO THE RECORDING
16 OF CLASSROOM LECTURES AND CLASSROOM ACTIVITIES BY STUDENTS.

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18 **GENERAL POLICY**

- 19 1. RECORDING IS ONLY TO INVOLVE AUDIO; VIDEO RECORDING IS NOT ALLOWED AT ANY TIME.
- 20 2. STILL PHOTOGRAPHY IS ALLOWED BY PERMISSION OF THE INSTRUCTOR ONLY.
- 21 3. STUDENTS WHO WOULD LIKE TO RECORD A CLASS LECTURE OR CLASS ACTIVITY MUST OBTAIN
22 PERMISSION FROM THE INSTRUCTOR PRIOR TO THE RECORDING. THE INSTRUCTOR MAY
23 CHOOSE TO DECLINE TO PERMIT RECORDING OF CLASSROOM LECTURES AND CLASSROOM
24 ACTIVITIES OR TEACHING SESSIONS (EXCEPT FOR THOSE STUDENTS WHO MEET THE ELIGIBILITY
25 CRITERIA FROM THE OFFICE FOR STUDENTS FOR DISABILITIES).
- 26 4. WHEN CLASSROOM LECTURES AND CLASSROOM ACTIVITIES ARE GOING TO BE RECORDED, THE
27 INSTRUCTOR MUST ANNOUNCE THIS TO THE CLASS.
- 28 5. THE INSTRUCTOR RESERVES THE RIGHT TO ASK A STUDENT TO STOP RECORDING AT ANY TIME.
- 29 6. STUDENTS ARE NOT PERMITTED TO RECORD CLASSROOM LECTURES AND CLASSROOM
30 ACTIVITIES IN THE ABSENCE OF PERMISSION.
- 31 7. STUDENTS AND FACULTY MUST BE ESPECIALLY SENSITIVE TO THE RECORDING OF CLASSES
32 WHICH ARE DISCUSSION BASED AND WHERE SUCH RECORDINGS MAY COMPROMISE THE
33 INTEGRITY OF THE COURSE.
- 34 8. RECORDINGS OF CLASSROOM LECTURES AND CLASSROOM ACTIVITIES MAY BE USED FOR
35 EDUCATIONAL PURPOSES ONLY. STUDENTS ARE PROHIBITED FROM MAKING THE RECORDINGS
36 AVAILABLE ON WEBSITES, PODCASTS, BROADCASTS, OR SOCIAL MEDIA PLATFORMS.
- 37 9. RECORDING, DISSEMINATION, OR PUBLICATION OF ACADEMIC PRESENTATIONS (INCLUDING
38 HAND WRITTEN NOTES) FOR A COMMERCIAL PURPOSE ARE PROHIBITED.

- 39 10. SIMILAR POLICY APPLIES FOR THE RECORDED CLASSROOM LECTURES AND CLASSROOM
40 ACTIVITIES THAT INCLUDE STUDENT PARTICIPATION; SUCH RECORDINGS MAY NOT BE SHARED
41 WITHOUT THE INSTRUCTOR'S WRITTEN PERMISSION.
- 42 11. STUDENTS WHO FAIL TO COMPLY WITH THE AFOREMENTIONED POLICY WILL BE SUBJECT TO
43 DISCIPLINARY ACTION.
- 44 12. DISCIPLINARY ACTION MAY INCLUDE, BUT IS NOT LIMITED TO, A REPORT OF ACADEMIC
45 DISHONESTY TO THE UNIVERSITY JUDICIAL OFFICER.

46 **STUDENTS WITH DISABILITIES**

- 47 1. STUDENTS WITH A VERIFIED DISABILITY REQUESTING PERMISSION TO RECORD CLASSROOM
48 LECTURES AND CLASSROOM ACTIVITIES MUST MEET THE ELIGIBILITY CRITERIA AS MANDATED
49 BY THE AMERICANS WITH DISABILITIES ACT OF 1990 AS AMENDED IN 2008 (ADAAA) AND THE
50 CSU POLICY ON THE PROVISION OF ACCOMMODATIONS AND SUPPORT SERVICES TO STUDENTS
51 WITH DISABILITIES.
- 52 2. STUDENTS WITH VERIFIED DISABILITIES WHO MEET THE ELIGIBILITY CRITERIA MAY REQUEST AN
53 ACCOMMODATION FOR RECORDING CLASSROOM LECTURES AND CLASSROOM ACTIVITIES
54 FROM THE OFFICE OF STUDENTS WITH DISABILITIES (OSD). NOTE: STUDENTS WHO REQUEST
55 THIS ACCOMMODATION MUST SIGN THE RECORDED LECTURE AGREEMENT WITH OSD.
- 56 3. RECORDINGS OF CLASSROOM LECTURES AND CLASSROOM ACTIVITIES MAY BE USED FOR
57 EDUCATIONAL PURPOSES ONLY. STUDENTS ARE PROHIBITED FROM MAKING THE RECORDINGS
58 AVAILABLE ON WEBSITES, PODCASTS, BROADCASTS, OR SOCIAL MEDIA PLATFORMS.
- 59 4. SIMILAR POLICY APPLIES FOR RECORDED CLASSROOM LECTURES AND CLASSROOM ACTIVITIES
60 THAT INCLUDE STUDENT PARTICIPATION. SUCH RECORDINGS MAY NOT BE SHARED WITHOUT
61 THE INSTRUCTOR'S WRITTEN PERMISSION.

Electronic Recording of Classroom Lectures and Classroom Activities

(Senate: 2/20/68; President: 2/27/68)

California State University, Los Angeles recognizes that there may be times when recording classroom lectures and classroom activities may be helpful for students. Faculty members may permit their classroom lectures and classroom activities to be recorded. At the same time, such recording may possibly infringe upon the rights of faculty, staff, and students at the university. The policy below pertains to the recording of classroom lectures and classroom activities by students.

General Policy

1. Recording is only to involve audio; video recording is not allowed at any time.
2. Still photography is allowed by permission of the instructor only.
3. Students who would like to record a class lecture or class activity must obtain permission from the instructor prior to the recording. The instructor may choose to decline to permit recording of classroom lectures and classroom activities or teaching sessions (except for those students who meet the eligibility criteria from the Office for Students with Disabilities).
4. When classroom lectures and classroom activities are going to be recorded, the instructor must announce this to the class.
5. The instructor reserves the right to ask a student to stop recording at any time.
6. Students are not permitted to record classroom lectures and classroom activities in the absence of permission.
7. Students and faculty must be especially sensitive to the recording of classes which are discussion based and where such recordings may compromise the integrity of the course.
8. Recordings of classroom lectures and classroom activities may be used for educational purposes only. Students are prohibited from making the recordings available on websites, podcasts, broadcasts, or social media platforms.
9. Recording, dissemination, or publication of academic presentations (including hand written notes) for a commercial purpose are prohibited.
10. Similar policy applies for the recorded classroom lectures and classroom activities that include student participation; such recordings may not be shared without the instructor's written permission.
11. Students who fail to comply with the aforementioned policy will be subject to disciplinary action.
12. Disciplinary action may include, but is not limited to, a report of academic dishonesty to the University Judicial Officer.

Students with Disabilities

1. Students with a verified disability requesting permission to record classroom lectures and classroom activities must meet the eligibility criteria as mandated by the Americans with Disabilities Act of 1990 as amended in 2008 (ADAAA) and the CSU policy on the Provision of Accommodations and Support Services to Students with Disabilities.

2. Students with verified disabilities who meet the eligibility criteria may request an accommodation for recording classroom lectures and classroom activities from the Office of Students with Disabilities (OSD). Note: students who request this accommodation must sign the recorded lecture agreement with OSD.
3. Recordings of classroom lectures and classroom activities may be used for educational purposes only. Students are prohibited from making the recordings available on websites, podcasts, broadcasts, or social media platforms.
4. Similar policy applies for recorded classroom lectures and classroom activities that include student participation. Such recordings may not be shared without the instructor's written permission.