

**Southwestern University**  
**Policy on Recording Class Lectures**  
(approved at September 21, 2020 Faculty Meeting)

**1. Introduction**

Students must request advance, written permission from each instructor in order to record any portion of class lectures, discussions, or presentations ("lectures"). When granted, permission to record class lectures is subject to the limitations set forth in this policy. Violations of this policy may constitute copyright infringement in violation of federal or state law. In addition, any violation of this policy will be treated as a violation of the University Honor code and subject to disciplinary action.

**2. Definitions**

- 2.1. "Course materials" mean lecture notes, outlines, slides, video recordings, audio recordings, presentation materials such as PowerPoint presentations, readings, or other content made available to students by the instructor or presenter, or through any University online learning system.
- 2.2. "Recording" means a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, smartphones, digital cameras, media players, computers, or other devices that record images or sound.

**3. Requirements and Limitations**

**3.1. Advance Written Permission**

Recording of class lectures, whether in person or online, is prohibited unless advance written permission is obtained from the class instructor and any guest presenter(s). An instructor may provide such permission to an entire class as part of the course syllabus or other written description of a course.

Students who require recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the Center for Academic Success in advance of the lectures, who will in turn contact the students' professors, in order to obtain permission to record them. In the event permission to record class lectures is granted, the professor may notify all students, speakers and other lecture attendees in advance that recording may occur. 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.

**3.2. Limitations on Use of Recordings and Materials**

Permission from the instructor to allow lecture recording is not a transfer of any copyrights in the recording or related course materials. (For related information on copyright ownership, see the [Southwestern University Policy on Patents, Copyrights, and Trade Secrets](#).) Such recordings and materials, either provided by the instructor or by a student, may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed, retransmitted, or displayed in any public or commercial manner.

Students must destroy recordings at the end of the semester in which they are enrolled in the class.