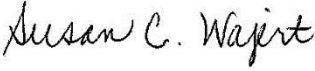


<b>SUPERSEDES:</b>	<b>SECTION:</b> Academic & Student Affairs
<b>POLICY AND PROCEDURE MANUAL</b>	<b>CODE NO.</b> 514
<b>MERCY COLLEGE OF OHIO, TOLEDO, OHIO</b>	<b>SUBJECT:</b> Recording of Classroom Presentations
 <hr/> Signature: Dr. Susan Wajert, President	<b>DATE ORIGINATED:</b> 10/22/2014
	<b>DATE COMMITTEE BOARD APPROVED:</b> 10/28/2017
	<b>DATE BOARD APPROVED:</b> 11/11/2014
	<b>DATE OF TECHNICAL REVISION:</b> 08/10/2017
	<b>DATE OF NEXT REVIEW:</b> 2017 September 1-30

**Policy: Recording of Classroom Presentations**

**PURPOSE:**

The purpose of the Recording of Classroom Presentations is to provide an appropriate approval and use of such activity as it takes place in the classroom.

**POLICY:**

Mercy College of Ohio prohibits students from the recording and transmission of classroom presentations with any faculty member unless that student has obtained the expressed written consent of the faculty member.

For purposes of this policy, a “recording” is a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cellular/smart phones, digital cameras, media players, computers and other devices that record images or sound.

**Obtaining Permission**

Before any lecture or at the beginning of the course, students who wish to record the proceedings must sign the Mercy College of Ohio Electronic Recording Release Form and submit a signed copy to the faculty member prior to activating any recording device. The faculty member has the option to approve or disapprove the request on the form.

If the faculty member approves of the recording request, he/she will copy the signed agreement and return one copy to the student, retain a copy for his/her files and provide one copy to his/her Program Director and/or Dean.

The student must obtain signed permission from each instructor whose class he/she wishes to record. This includes when two or more faculty members are teaching the same class. A new Electronic Recording Release Form must be signed each semester for each class where permission to record is being requested.

**Revoking Permission**

Faculty member(s) may rescind permission to record at any time and will do so by notifying the student in writing. Further, a faculty member may require that all recording devices be turned off at any point during the class period. The faculty member does not have to give an explanation in either of these situations.

**Proper Use of a Recording**

The following concepts apply to students' use of recordings:

- Recording of lectures or classroom presentations is solely for the purpose of individual or group study with other students enrolled in the same class.
- The recorded materials and all information contained within, are protected under federal copyright laws and may not be published or quoted without written permission of the presenter(s) and Mercy College of Ohio.
- The student will not use any recording for commercial, compensatory, or non-educational purposes.
- The recorded materials cannot be copied, retransmitted, or disseminated in any fashion.
- The recorded materials cannot be posted on any website or social media site.
- Recorded materials cannot be used for any purpose against any faculty, Mercy College of Ohio, or other students whose classroom comments may be recorded; including, but not limited to internal/external legal actions, retaliation, etc.

**Destruction of Recordings**

Students must destroy all recordings at the end of the semester unless they have received written permission from the faculty member to retain them.

**Exception**

Students with disabilities, registered with the Office of Accessibility and Testing Services, may be preapproved to record any and all lectures as a reasonable accommodation in keeping with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Under these conditions the Dean of Students for Student Affairs will be responsible for having the student sign the recording policy. The original copy will be kept in the student's file in the Division of Student Affairs with copies being given to the student and instructor(s).

In this situation, a faculty member does not have discretion to prevent a student from recording classroom lectures. However, the concepts from the Proper Use section above remain applicable.

Students with disabilities may also be able to keep the recordings past the end of the semester if doing so is a part of his/her Office of Accessibility and Testing Services-approved reasonable accommodation. Recordings must be destroyed when they are no longer a student at Mercy College of Ohio.

### **Policy Violation**

A faculty member who believes that an unauthorized recording has been made or that there has been an improper use of a recording should make a report to their respective Dean who will notify the Vice President of Academic Affairs.

Violations of this policy may constitute copyright infringement in violation of federal law and may subject the violator to College disciplinary action pursuant to the Student Judicial System.

### **REFERENCING FORMS**

Electronic Recording Release Form 514-A

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Technical Revision: August 9, 2017  
Board Approved: November 11, 2014  
New Policy: October 22, 2014

