



UNIVERSITY OF DENVER  
POLICY MANUAL  
RECORDING CLASSES

**Responsible Department:** Office of the Provost

**Recommended By:** Provost and Executive Vice Chancellor, Senior Vice Chancellor of Legal Affairs and General Counsel, Executive Director of Enterprise Risk Management, and Vice Chancellor for Information Technology and Chief Information Officer

**Approved By:** Chancellor

**Policy Number**

PROV 4.10.030

**Effective Date**

4/28/2023

## I. INTRODUCTION

Instructors and students engaged in the instructional process have a reasonable expectation of privacy. There are privacy concerns for the general audience, identifiable individuals, and student work or presentations protected as education records under the [Family Educational Rights and Privacy Act](#) (FERPA).

The purpose of this Policy is to set forth the terms and conditions under which an individual, including but not limited to, an instructor, other employee, or student of the University, may record class sessions – traditional face-to-face and synchronous remote class sessions – and how such recordings may be used and stored consistent with federal and state law.

## II. POLICY OVERVIEW

**A.** Except as required for or permitted by: (1) a reasonable accommodation approved by the [Disability Services Program](#) or (2) the policies of an academic unit, an individual must not record any class session (or any part of a class session, regardless of modality, unless the individual (a) has obtained the prior written permission of the instructor for the course and (b) acts in compliance with FERPA in making the recording.

**B.** No student (nor any guest) is permitted to record all or any part of a class session: (i) without prior written permission of the instructor and fulfillment of other requirements determined by the University, or (ii) except as required for as a reasonable accommodation approved by the [Disability Services Program](#).

### III. PROCESS OVERVIEW

#### A. Recording of Class Sessions based on Academic Unit Level Policies

1. When an academic unit adopts a unit-level policy permitting or requiring the recording of classes, the academic unit must clearly and conspicuously communicate that policy to students and instructors in writing on the academic unit's website prior to the start of each academic term.
2. The academic unit should develop a syllabus statement that explains the unit-level recording policy, and the academic unit should encourage instructors to include that statement in their syllabus.
3. If an academic unit has adopted a unit-level policy on recording classes consistent with this University Policy, the instructors in that academic unit do not have to announce during each class session to students and authorized guests that the class session.

#### B. Recording of Class Sessions by Instructors

1. When instructors are going to record a class session, they should communicate this to the students both in writing through the course syllabus and verbally at the beginning of the applicable class session to be recorded.
2. Except as permitted by FERPA, instructors must edit out any portions of recordings that are saved beyond the current academic term that contain images, questions, or commentary/discussion by students. See Office of Teaching and Learning Resources below for information on recording and editing recordings. Recordings are retained in accordance with University Policy RISK 1.10.025 – *Records Management* and the University's Record Retention Schedule.
3. Instructors who plan to record portions of their class must include the following statement on their syllabus:

*"This class or portions of this class will be recorded by the instructor for educational purposes. Your instructor will communicate how members of the class can access the recordings. Portions of the course that contain images, questions, or commentary/discussion by students will be edited out of any recordings that are saved beyond the current academic term."*

4. If a recording only includes the instructor, it is not an education record under FERPA and may be posted in Canvas, [DU MediaSpace](#) (Powered by Kaltura), or other approved University Information Systems, where it may be available to all students enrolled in the specific class session (as well as other members of the faculty or University administrators). At the instructor's discretion, access may be granted to all students enrolled in the course, irrespective of class section, subject to the requirements of FERPA. The instructor shall make the recording available as required by the University [Disability Services Program](#).
5. If an instructor chooses or is required to record a class session that will include student or authorized guest participation, the instructor is required to notify all students and authorized guests that a recording will be made as an academic resource and that it is not to be shared outside of the class session. At the beginning of each recorded class session, the instructor shall orally remind students and authorized guests, if applicable, that the session is being recorded. This oral reminder must be captured on the audio recording. The oral reminder shall inform the students and guests that continued presence and/or their participation in the class session will constitute consent to recording of the class session. Instructors are encouraged to provide such advance notice to students in the syllabus. Automatic notices of recording may be made available through certain University-approved technology.
6. If a student appears in a recording of a class session, or makes any digital contribution to a class session, the recording becomes an education record under FERPA, and except as permitted by FERPA, access to the recording shall be limited to only those students currently enrolled in the same class section.
7. In accordance with FERPA, an instructor may not use a recording in which a student or authorized guest appears in any other class session unless the instructor first:
  - a. Edits the recording to remove any portion in which a student appears or otherwise de-identifies each student who appears; or
  - b. Obtains individual written consents from the students appearing in the recording. The consent must specify the recordings that may be disclosed, the purpose of the disclosure, and to whom disclosure may be made. The consent must be voluntary and shall be signed and dated.
8. If a student informs the instructor that the student is not comfortable being recorded, the student and instructor should, prior to the first recording, discuss ways to accommodate the student through an acceptable de-identified modality while still seeking to ensure that the student has the same educational experience as students willing to be

recorded. Refusal to be recorded cannot supersede any course or class academic requirements or University educational purpose, nor can it supersede the University's obligations under federal and state law.

9. Instructor recordings of class sessions may only be stored in University-approved information systems and retained in compliance with University Policy RISK 1.10.025 - *Records Management*.

### C. Recording of Class Sessions by Students

Student recording of all or any part of a class session is prohibited except:

1. As required for as a reasonable accommodation approved by the University [Disability Services Program](#)
  - a. Students requesting the use of assistive technology as an accommodation must direct such requests to the University Disability Services Program at [Disability Services Program](#).
  - b. A student with a disability may record the audio of class sessions, or an instructor may be required to record class sessions, once the University Disability Services Program determines that class session recording is a reasonable accommodation.
  - c. Any student with a Disability Services Program approved accommodation to record class sessions must only use those recordings for their own personal study, provided, however, that the instructor may decide to make recordings of class sessions available to the entire course section. The student may not share, replicate or publish the recording, in whole or in part, or use the recording for any other purpose, without the written permission of the instructor, as well as all other students and/or authorized guests captured in the recording.
2. Where required as a component of a Course assignment, as articulated in the Course syllabus ("Instructor-required recording" or "IR recording").
  - a. Students that create an Instructor-required recording may only use the IR recording for the use explicitly articulated in the Course assignment, as published in the Course syllabus. Students may not share such IR recording with anyone except the assigning instructor. They may not replicate or publish the IR recording, in whole or in part, or use the IR recording for any other purpose, without the written permission of the instructor and all other students and/or authorized guests captured in such IR recording.
3. Student recordings permitted under this Section III.B. may only be stored in University-approved information systems and retained in

compliance with University Policy RISK 1.10.025 - *Records Management*.

4. All instructors must include the following statement on their syllabi:

*“Unauthorized student recording of classroom or other academic activities (including advising sessions or office hours) is prohibited. Unauthorized recording is unethical, a violation of University policy, and may also be a violation of state law. Students requesting the use of assistive technology as an accommodation should contact [Disability Services Program](#). Unauthorized use of classroom recordings – including distributing or posting them – is also prohibited. Under University Policy ORSP 2.40.010 – Intellectual Property, faculty own the copyright to instructional materials – including those resources created specifically for the purposes of instruction, such as syllabi, lectures and lecture notes, presentations and recordings. Students cannot copy, reproduce, display, or distribute these materials. Students who engage in unauthorized recording, unauthorized use of a recording, or unauthorized distribution of instructional materials will be referred to the Office of Student Rights & Responsibilities for action under the Honor Code.*

#### IV. DEFINITIONS

- A. **“Instructor”** means any faculty, adjunct or visiting faculty, teaching assistant or University employee providing class instruction to student(s) at the University.
- B. **“Class session”** means the meeting of a particular course section on the scheduled day and/or time designated in the course schedule, regardless of modality. For purposes of this Policy, “class session” includes breakout sessions, thesis and dissertation defenses, as well as any rescheduled class session(s).
- C. **“Course”** means an academic offering described in the University catalog and included in the curriculum offered at the University, including the University College [Enrichment Program](#) and [Osher Lifelong Learning](#) offerings.
- D. **“Student”** means any person attending the University. Attendance includes individuals attending the University in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom.

**V. RESOURCES**

A. [Disability Services Program](#)

B. [Office of Teaching and Learning](#)

1. [DU Ed Tech Knowledge Base – Editing Digital Media](#)  
(<https://otl.du.edu/knowledgebase/kaltura/>)
2. [DU Ed Tech Knowledge Base – Zoom](#)  
(<https://otl.du.edu/knowledgebase/zoom/>)

C. [Protecting Student Privacy – FAQ's on Photos and Videos under FERPA](#)

D. [Technology Resources for Working and Teaching from Off Campus](#)

E. [DU MediaSpace \(Powered by Kaltura\)](#)

<b>Revision Effective Date</b>	<b>Purpose</b>