

Skidmore College Policy on the Creation and the Misuse of Recordings of Class Sessions (As approved by the faculty on 11/01/2024)

Audio and video recording of class sessions is only permitted when authorized by the explicit consent of the instructor, or when audio recordings have been approved through the disability accommodation process.

For students without audio recording accommodations:

Course instructors can provide, deny, or selectively limit recording permission for students without accommodations. The college encourages faculty to provide students with syllabus statements describing their rules surrounding recordings. As with academic misconduct policies, if a faculty member wishes to include failure in the course as a possible consequence for unauthorized recording or misuse of recordings, they are encouraged to say so on their syllabus.

For students with audio recording accommodations:

Students can be authorized, through the disability accommodation process, to make audio recordings of class sessions for their personal academic use. Students with audio recording accommodations are required to sign contracts with the following provisions:

- Audio recordings of class sessions are only for the student's personal use in study and preparation related to the class.
- The student may not share these audio recordings with any other person, without the consent of the lecturer.
- Upon request, the student will cease recording of the class session when audio recording may violate others' right to privacy.
- The student agrees to delete and /or destroy any audio recordings that were made when they are no longer needed for his/her academic work.
- The lecture and any information contained in the recorded lecture are protected under copyright laws and may not be copied, displayed, broadcast, published, or quoted without the consent of the lecturer and without giving proper attribution to the lecturer. The prohibition includes placing the recording on any web page or online for use by, or access to, any person, including the student.

Misuse of Recordings:

Skidmore recognizes that the inappropriate use of audio or video recordings (whether the initial recording was authorized or not) can infringe upon the academic freedom of both instructors and students, and constitutes a breach of conduct. Consequently, Skidmore College explicitly prohibits the sharing or publication of class session recordings without the written consent of the instructor.

Unauthorized recording and/or the misuse of recordings may result in a referral to student conduct or a lowered course grade, at the discretion of the instructor. Involuntary withdrawal (W, WF) will be determined through a consultative process that involves the instructor, their department chair or program director, and the Associate Dean of the Faculty for Student Academic Affairs. A recommendation for involuntary course withdrawal requires the concurrence of the instructor and one other member of the consulting team. Recommendations for involuntary withdrawal are made to the Vice President for Academic Affairs and the Vice President for Student Affairs, who together decide on a final outcome.