



RECORDING OF LECTURES POLICY

Policy Type	Academic	Initially Approved:	February 2023
Policy Sponsor	Provost, VP Academic	Last Revised:	
Administrative Responsibility	Executive Director, Enrolment Management and Registrar	Review Scheduled:	February 2028
Approver	General Faculties Council		

A. Purpose

The purpose of this policy is to provide guidance to the recording of lectures.

B. Scope

The policy applies to all forms of electronic or mechanical recording of lectures, laboratories, tutorials, presentations, performances, electronic (computer) information, the duplication of course material, and to the translation of recordings or transcriptions of any of these materials to another form by electronic or mechanical means.

C. Policy Statement

The recording of lectures or any other classroom academic activity, other than an audio recording as an accommodation, is prohibited except at the discretion of the instructor. Any use other than that agreed upon with the instructor constitutes academic misconduct and may result in suspension or expulsion. Permission to allow a lecture recording is not a transfer of any copyrights, so such recordings may be used only for individual or group study with other students enrolled in the same class and may not be reproduced, transferred, distributed or displayed in any public or commercial manner. Student must destroy recordings in any, and all formats at the end of the semester in which they are enrolled in the class. All students recording lectures, must sign the Permission Form to audio record lectures which is available through the Registrar’s Office.

D. References

- Faculty Handbook
- Academic Calendar
- Permission Form