



Policy and Procedure

Policy Name: Classroom Recording Policy & Form

Responsible office: Administration
Approved by: Policy & Procedure Committee
Issued: 2/19/2017
Revisions: 6/27/2017
Current version posted: 6/27/2017

Recording of classroom lectures, discussions, simulations, and other course-related activity is governed by this classroom recording form and in accordance with the MCCN Classroom Recording Policy.

- Student will seek the approval from each course faculty/ instructor prior to recording.
- Prior to the student recording of any classroom activity, this form will be initiated by the student and must be signed by the student and the faculty member(s).
- Faculty members may have concerns about the recording of sensitive data, such as patient information shared as part of a case study, or unpublished research data. Faculty members have the authority to spontaneously, or in advance, prohibit student recording of personal student, instructor or patient information.
- The student classroom recordings are to be used solely for the personal use of the student to study and prepare for that class. The distribution of classroom recordings in any manner is prohibited.
- Under no circumstances shall student classroom recordings be used in the evaluation or sanctioning of instructors and students.
- Recordings are not to be shared with other students, posted to any online forum, or otherwise disseminated in any way, including with students who are enrolled in the same class, without faculty permission.
- The student acknowledges that the recordings are resources. If the student uses any part of a recording in any academic work, its use is governed by rules of proper APA Citation.
- Unless otherwise explicitly agreed to by the faculty member(s), the student agrees to destroy recordings when they are no longer needed for his/her academic work, and no later than the conclusion of the course.
- The student understands that failure to adhere to these provisions may result in the loss of permission to use a recorder in future classes and possible disciplinary actions.
- Unless otherwise noted with written permission by the Course Instructor/Faculty, recording in the classroom will be in audio-format only.

Students are encouraged to take notes of classroom discussions, lectures, demonstrations, and performances in order to advance their own learning and to develop a record for purposes of private



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study. The ordinary process of taking notes is encouraged since this practice requires that students develop the ability to actively attend to the material under consideration and to quickly summarize pertinent information in a coherent manner. Electronic or mechanical recording of lectures discourages the development of these important skills. In addition, the presence of recording devices may inhibit frank and open discussion of course material in the classroom, or otherwise interfere with the proper academic conduct of the class.

I understand the above and shall abide by the rules as written in the form and per MCCN policy:

Semester: _____ Course: _____ Student ID #: _____

Printed Student Name: _____ Signature of Student: _____ Date: _____

Printed Faculty Name: _____ Signature of Faculty: _____ Date: _____

Reason for request:

