


**Office of the President
California State University, Chico**



Executive Memorandum 19-028

October 4, 2019

From: Gayle E. Hutchinson, President 
Subject: Student Audio and Video Recording of Classes Policy

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Student Audio and Video Recording of Classes Policy, effective immediately.

Policy Title:	EM 19-028 Student Audio and Video Recording of Classes Policy
Contact:	
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	

Student Audio and Video Recording of Classes Policy

SCOPE

This policy applies to all CSU, Chico students and courses.

POLICY

Audio and video recording during classes is not permitted except as an accommodation for a student with a disability provided that the student is currently registered with the Accessibility Resource Center (ARC) and is approved for this accommodation,¹ or with the expressed permission of the instructor within parameters set by the instructor.

¹ Students seeking audio or video recording of class(es) as an accommodation may contact the Accessibility Resource Center for information about the process for requesting such an accommodation and applicable guidelines. See <https://www.csuchico.edu/arc/index.shtml> and <https://www.csuchico.edu/arc/access-accomm/audio-recording.shtml>.

Unless otherwise specified by the instructor, parameters include but are not limited to:

- Length of authorization for recording
- Permission by other students in the class to have their comments recorded
- Written agreement by the student authorized to record during class that they will:
 - a. not share the recordings without the expressed permission of the instructor;
 - b. erase the recordings at the conclusion of the course (within 14 days after issuance of a grade) unless written authorization is obtained from the instructor to retain the recordings beyond this period.

Violation of this policy constitutes a violation of the Student Conduct Code.²

RESPONSIBILITIES

Violations of this policy will be addressed through Student Conduct, Rights, and Responsibilities.

² <https://www.csuchico.edu/pres/em/2008/Title%20Five.pdf>