

Policy Title: Recording of Class Sessions Policy
Policy Number: ACA.200.27
Policy Owner: Provost and Vice President of Academic Affairs
Responsible Office: Office of Academic Affairs
Creation Date: 02/11/2026



1. Purpose and Scope

The purpose of this policy is to establish clear guidelines regarding the recording of class sessions at North American University (NAU). This policy protects the academic integrity of classroom instruction, safeguards student privacy, ensures compliance with applicable federal laws including the Family Educational Rights and Privacy Act (FERPA), and sets expectations for responsible use of recorded materials.

This policy applies to all students enrolled in courses offered by North American University, regardless of delivery format (in-person, hybrid, or online), and governs all forms of recording, including but not limited to audio recordings, video recordings, screenshots, screen captures, livestreaming, transcription tools, and artificial intelligence (AI)-based note-taking or recording applications.

2. Policy

2.1 Student Recording of Class Sessions

Students may not record any portion of a class session without the advance written consent of the instructor.

Prohibited recording methods include, but are not limited to:

- Audio recording
- Video recording
- Screenshots or screen captures
- Livestreaming
- AI-based transcription tools
- AI-powered note-taking applications
- Any other device or software capable of capturing instructional content or student participation

Unauthorized recording of class sessions constitutes a violation of university policy and may result in disciplinary action.

2.2 Disability Accommodations

Students who have, or believe they may have, a disability requiring the recording of class sessions as an academic accommodation must contact the Student Affairs Office.

If recording is approved as a formal accommodation:

- Recordings are for personal academic use only.
- Recordings may not be shared, distributed, uploaded, or made accessible to any other individual or platform.
- The accommodation applies solely to the approved student and does not grant recording rights to others.

Failure to adhere to these conditions may result in revocation of the accommodation and disciplinary action.

2.3 Instructor Recordings

Instructors may record class sessions for instructional purposes, including but not limited to:

- Providing course review materials
- Supporting distance education delivery
- Assisting students who were absent
- Enhancing academic continuity

Students may access instructor-provided recordings solely for personal study and note-taking.

Instructor recordings may not be:

- Downloaded and redistributed
- Posted to social media or third-party platforms
- Shared outside the enrolled course
- Used for commercial purposes
- Edited or altered

Written approval from the instructor is required for any use beyond personal academic study.

2.4 FERPA and Privacy Protection

Class recordings may include student participation, including visual presence, identifiable information, voice recordings, or academic contributions. As such, recordings may constitute part of a student's educational record under the Family Educational Rights and Privacy Act (FERPA).

Accordingly:

- Recordings containing identifiable student information are confidential.
- Recordings may not be shared, distributed, or posted outside the course environment without written permission from the instructor and any identifiable students.
- Unauthorized distribution of such recordings may constitute a violation of federal privacy law and university policy.

NAU is committed to maintaining a respectful learning environment that protects the rights and dignity of all students.

3. Procedure

- A. Students requesting permission to record must obtain written consent from the instructor prior to recording.
- B. Students requesting disability-based accommodations must submit documentation through the Student Affairs Office.
- C. Instructors choosing to record class sessions should inform students in advance through the syllabus or course announcement.
- D. Any suspected violation of this policy should be reported to the Dean of Student Affairs.
- E. Violations will be addressed under applicable university disciplinary procedures.

4. Who Should Read This Policy

- Students
- Faculty
- Department Chairs
- Academic Affairs Staff
- Student Affairs Staff

5. Related Documents and References

- [Student Handbook](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- ACA.200.10 Academic Honesty Policy
- REG.1300.01 FERPA Policy
- SAO.1100.23 Disability Accommodations Policy
- HRO.400.09 Accommodation of Disabilities Policy
- DED.1000.02 Intellectual Property and Copyright Policy

6. History

- Creation date: 02/11/2026

7. Policy Approval

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Policy Writer	Date
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Policy Writer	Date
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Assoc. Dean for Institutional Effectiveness & Planning	Date
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Vice President for Academic Affairs	Date

