

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1416**

**POLICY ON RECORDING OR CAPTURING OF  
INSTRUCTIONAL ACTIVITIES**

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All students and guests must receive written permission to record or capture instructional activities.

1. Students registered with the Disability Resource Center (DRC) must have an approved accommodation to record instructional activities (e.g., lectures, labs, activities, rehearsals, etc.). Students with the approved accommodation are permitted to make recordings or have class content transcribed (which may include audio recording and real time captioning /computer aided transcription). Each semester, DRC students must request access to their accommodations, and then the DRC will email a “Faculty Notification Letter” to each instructor to inform them if a student is approved for recording. An instructor may request to see an accommodation letter from the Disability Resource Center prior to allowing the recording.
2. For all other students, instructors may, but are not required to, permit recording or capturing (e.g. live streaming on social media, screenshots, etc.) of instructional activities, such as but not limited to lectures or any classroom presentation. In the case of visiting or guest lecturers, the discretion rests with the person leading the instructional activity or presentation. If instructors grant permission, they should do so in writing—either in a syllabus or directly via email to the student(s) requesting to record—specifying the limitations they may wish to place upon the use and further distribution of the recorded or captured material.
3. All students and guests who have permission for recording or capturing an instructional activity are required to acknowledge and adhere to the following “Recorded Instructional Activity Agreement” conditions before recording or capturing class and instructional material (unless another limited release statement is agreed upon by all parties):
  - a. Understand the recorded material will be solely used for their personal use for educational purposes and will not be reproduced, shared, or uploaded online in any way, including to ChatGPT or other AI tools and platforms.
  - b. Understand that the recorded material is protected under federal and international copyright legislation and may not be published or quoted (this includes social media or unauthorized websites) without the instructor’s or guest presenter’s explicit consent.
  - c. Understand they must stop recording if personal or sensitive information is being shared. Faculty/instructors may call attention to such moments to ensure recordings are halted when necessary.
  - d. Understand they must delete all recordings at the end of the term.



- e. Violation of any of these conditions will be reported to Student Conduct and Integrity for disciplinary action, which may include suspension or expulsion from the University.
4. Faculty or guest lectures and class activities given at Cal Poly Pomona, posted online (such as on a learning management system), or those that are recorded or captured as per this policy, will not result in the forfeiture or transfer of Ownership of Copyright (see 17 U.S.C. §20).<sup>1</sup>
5. Furthermore, all should be aware that California law requires two-party consent, and it is illegal to make audio recordings of individuals without their knowledge. In the CSU and at Cal Poly Pomona, classroom instructional activities are considered private spaces, so permission for all recording and capturing of instructional activities should be on a permission-basis as described in this policy.<sup>2</sup>

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<sup>1</sup> See also [https://www.aaup.org/sites/default/files/intellectual\\_property\\_issues\\_faculty.pdf](https://www.aaup.org/sites/default/files/intellectual_property_issues_faculty.pdf) and <https://www.aaup.org/faculty-rights-and-responsibilities-distance-learning-2000>

<sup>2</sup> See CPP's AS-2595-167-AA Attendance in Classes by Non-Enrolled Students, where classes are defined as closed and needing instructor permission to attend (i.e., not a public space). This includes "all classes offered by Cal Poly Pomona, including those offered through the College of the Extended University [now known as the College of Professional and Global Education). See also the CSU's 2024 Time Place and Manner announcement, which states that "Except for areas designated as Public Areas and Limited Areas, all remaining University Property, including the interiors of all buildings and facilities are Non-Public Areas. These areas are not open to the public and the University can restrict access to Non-Public Areas on a Content and Viewpoint Neutral basis."