

VI.17 CLASSROOM BEHAVIOR, ATTENDANCE, AND RECORDING

VI.17.1 Statement on Student Behavior

Every faculty member and student has the right to conditions favorable to teaching and learning both in and out of the classroom. To foster and maintain such conditions, students have the responsibility to conduct themselves individually and in groups in a manner that promotes an atmosphere conducive to teaching, studying, and learning.

Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, or harassing behavior, or behavior that is harmful to themselves, other persons, or property. Faculty have the right and responsibility to foster an environment conducive to teaching and learning.

Should that environment be threatened by student behavior, faculty are authorized and encouraged to initiate the following faculty action steps. A faculty member may:

- Meet privately with the student to describe the unwanted behavior, explain why it is inappropriate, and specify expectations for future student behavior.
- Request and initiate a formal meeting with the student, the student's academic advisor, and the dean of students or the dean's designee.
- Initiate, through the dean of students, disciplinary action by means of the appropriate conduct processes.

It is important for faculty to notify students of the potential consequences of disruptive behavior, including those behaviors that may violate professional practices and standards. Consequences may include: progressive faculty action steps, student referral to counseling, and formal behavior contracting. This process may also result in the student failing or being withdrawn from the class.

Faculty members are encouraged to resolve disruptive student behavior as soon as they feel that intervention is warranted. They may engage any or all of the above action steps and do so in whatever order they deem appropriate.

VI.17.2 Attendance

Requirements for attendance are established by individual instructors consistent with faculty policies for excused absences for field trips and for participation in athletics, forensics, musical performances, and the like. Students are expected to be prompt and regular in attendance at all scheduled class meetings.

VI.17.3 Classroom Recording Policy

The electronic recording of classroom lectures, discussions, simulations, and other course-related activity is governed by this Classroom Recording Policy. This Linfield University policy on classroom electronic recording balances the needs of students with disabilities, the intellectual property concerns of its instructors, and the privacy rights of its students.

For purposes of this Classroom Recording Policy, electronic recording means a video or audio replication or photographic image recorded on any device that records images and/or sound.

VI.17.3.1 Classroom Electronic Recording by Students with Documented Disabilities.

Federal law, including the 1973 Rehabilitation Act and the Americans with Disabilities Act, requires institutions of higher education to provide reasonable accommodations for students with disabilities. Learning Support Services (LSS), in consultation with the instructor, will determine if classroom electronic recording is an appropriate academic adjustment, auxiliary aid, and/or service with respect to each individual student's documentation. Prior to the student electronic recording of any classroom activity, a student electronic recording agreement must be signed by the student and the instructor and filed with LSS. The student electronic recordings must either be destroyed or stored with LSS at the end of the term or semester. The student may not publish or share the electronic recordings without the instructor's written permission.

Students without Documented Disabilities

Students without documented disabilities may also request to electronically record classroom activity for purposes of private academic study and review. Students are required to ask permission from faculty before recording class lectures and discussions. The instructor will have the sole discretion to determine if electronic recording will be allowed. Unless otherwise expressly agreed to by the instructor, the student electronic recordings will be destroyed or stored by the instructor at the end of the term or semester.

Common Provisions

As to both students with documented disabilities and those without documented disabilities, students making classroom electronic recordings are responsible for keeping sensitive and personal materials private. Instructors have the authority to spontaneously, or in advance, prohibit student electronic recording of personal student information. Recordings of class lectures or class presentations are authorized solely for the purpose of individual or group study with other students enrolled in the same class. Students may not publish, quote, or share classroom electronic recordings in publicly accessible locations, and in real or digital (e.g., networked or online) environments, without the expressed consent of the individuals being recorded or affected by the electronic recordings. Electronic recordings may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than study by students enrolled in the class. Student violations of any part of this Classroom Recording Policy may result in disciplinary action, up to and including dismissal from the university, as prescribed by Linfield University policies and procedures.

Students enrolled in a class where classroom activities are being recorded shall be informed by the instructor prior to the first recorded class session.

VI.17.3.2 Classroom Electronic Recording Policy by Instructors

Instructors shall have the authority to record their own class lectures and discussions to serve various purposes at the discretion of the faculty member. If it is the instructor's policy to record classroom activities, the intent to record should be indicated on the course syllabus or course site. In the event an instructor has not indicated on the course syllabus or course site a policy of recording, the instructor may record classroom activities but must provide express notice to students in advance that they are to be recorded. Instructors may record their own class lecture

and may distribute or post in a private classroom environment (e.g., Blackboard Learn) those recordings. Instructors may not otherwise publish, quote, or share classroom electronic recordings in publicly accessible locations, and in real or digital (e.g., networked or online) environments, without the expressed consent of the individuals being recorded or affected by the electronic recordings.

If an instructor records classes to support research activities, they must obtain informed consent from students before collecting any classroom-based data. Instructors and others wishing to conduct classroom-based research are required to adhere to protocols, set by the Linfield University Institutional Review Board, that govern such research.

VI.17.3.3 Sample Policy Statement for Syllabi

Audio/Video Recording

Students wishing to use audio or video devices to record classroom lectures, discussions, simulations, and other course-related activities must obtain written permission from the instructor and abide by the provisions of the Classroom Recording Policy, as published in the Linfield University Course Catalog. Students found in violation of this policy may be subject to disciplinary action, up to and including dismissal from the university, under the Linfield Student Code of Conduct.