

## **UT Martin: Regional Centers and Online Programs**

---

### **SUBJECT: Distance Learning Class Recordings**

**EFFECTIVE: 07/01/2019**

**REVISION: 01/25/2021**

---

Purpose: To explain how Distance Learning class recordings are obtained and distribution of those recordings are made.

Recordings are made of every Distance Learning class and will be stored on YouTube. The recordings will not be accessible to the general public and will only be accessible by a link. These recordings are made to help students that missed the class meeting because of:

- Emergencies such as a death in the family, extended sickness or surgery, other emergencies, etc...
- Connection not made with the other location(s) of the class (ex. Power outage, internet outage, connection failure, or other problems with the Distance Learning equipment of setup) where the other location(s) proceed with class. This applies when the student(s) miss the class and it is not their fault.

Recordings are not meant to be used for a student to make up the class they miss because they are sick (short-term), have to work, want to view the class from their own computer, not come to the Center, or just simply do not attend class.

If the instructor of the course deems that the student's request to view the recording of the Distance Learning class is justified by the above policy, the instructor should forward the approved request to the Distance Learning Administrative Specialist, Mary Beth Fortner ([mfortne9@utm.edu](mailto:mfortne9@utm.edu)), and then the link will be released to the student.

The link will be active upon receipt of instructor approval to view the recording. Recordings will be held for 14 days. If no request has been made for the recording, it will be deleted after 14 days.