

MUTH 2500 Theory IV (Section 403) Online

Spring 2026: 2.0 Credits

Instructor Contact Information

Instructor: Benjamin Graf

Office Location: MU 215

Email: Benjamin.Graf@unt.edu

Office Hours (Zoom):

- Zoom 9:30 Thursdays- Confirm via email
- In person: M 9am, Tu 9:30am, Th 1:30pm

TA & Grader Contact Information

Teaching Assistant (TA): **NONE**

Graders: Justin Friello and Brian Sanders

Instructor Communication: My primary method of communication will be UNT email. I will generally be able to respond within about 48 hours. I do not answer outside normal business hours due to work-life balance with my family. If you have some urgent business, please send me a gentle reminder to answer your email/message and it is totally fine.

Student Communication: please see the “Rules of Engagement” section below on how to communicate in an online classroom and review the following webpage for additional [Online Communication Tips](https://digitalstrategy.unt.edu/clear/online-communication-tips.html) (<https://digitalstrategy.unt.edu/clear/online-communication-tips.html>).

Course Description

This course focuses on common compositional techniques and the harmonic vocabulary of twentieth-century musical practice. We will primarily focus on diatonic modes, symmetrical scales, non-tertian harmony, bi-triadic & bi-tonal music, atonal set theory, twelve-tone composition, and minimalism. Other topics include quartal harmony, bi-tonality (polytonality), rhythmic & metrical devices, and extended techniques.

Course Structure

This is a 15-week asynchronous online course (students learn course content on their own time rather than via online live lecture meetings at specified times with the instructor). The course will be delivered in modules that are usually one week in length. Additional modules will contain resources and other content. There will be synchronous meetings on Zoom for office hours, a midterm exam review session, and an analytical assignment. These will be scheduled and announced in advance. Please check the Announcements area on Canvas frequently to stay informed.

Course Prerequisites or Other Restrictions

- **Prerequisites:** MUTH 2400 (Theory III) and MUTH 2410 (Aural Skills III) both with a grade of C or higher
- **Corequisite:** MUTH 2510 (Aural Skills IV)
- **Restrictions:** enrollment is restricted and non-Texas resident students residing outside of the state are not eligible to enroll in this section.

Course Objectives

By the end of this course, students will be able to:

1. Recognize and distinguish between certain musical styles and compositional practices used in 20th-century art music by consulting scores and recordings.
2. Apply analytical tools to 20th-century art music in order to better understand and appreciate the underlying melodic and harmonic structures and processes that shape this music.
3. Communicate with other musicians and non-musicians about the prominent characteristics of atonal, serial, and other styles of 20th-century music.
4. Transfer skills from this course and apply it to further study (upper-level undergraduate course and/or graduate courses) and various music-related careers.

Materials

- **Required Textbook:** there is no required textbook or workbook for this course.
- **Recommended Materials:** Staff paper, pencils, binder/folder for organizing video handouts and homework assignments
- **Recommended Technology:** Printer, scanner or mobile app that converts images to PDFs (e.g., Office Lens), and the Canvas mobile app.

Technical Requirements & Skills

Minimum Technology Requirements

- Computer, laptop, or tablet with camera and microphone
- Reliable internet access and an internet browser compatible with the Canvas learning management system
 - Canvas App & Browser Compatibility (<https://lms.unt.edu/resources/canvas-requirements.html>)
- Microsoft Office Suite including Word (available to UNT students)
- Adobe Acrobat Reader (free)
- Access to (free) music notation software (e.g. MuseScore, Noteflight)

Computer Skills & Digital Literacy

In order to be successful in this online class, students need the following technical skills:

- Navigating and using Canvas (learning management system) where the course will be delivered

- Using email with attachments
- Downloading and installing software
- Creating and submitting Word documents and PDFs
- Scanning homework assignments with either a scanner or using a mobile app to take a picture and create a PDF
- Creating music in a notation software program (help available, if needed)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Please follow the General Guidelines on the Online Communication Tips page (<https://digitalstrategy.unt.edu/clear/online-communication-tips.html>).

Success in an Online Course

Success in online education requires certain skills, particularly time management skills. You need to take ownership of your learning in this online class, which includes taking the initiative to seek help or assistance from the instructor when you need it. I won't know you are struggling or have questions if you don't communicate with me. You will need to be actively engaging with this course during the week and over the weekend. Although this course is asynchronous, it is not strictly a complete-when-you-want course—there will be assessments due throughout the week and course content is released on a week-to-week basis. You will need to schedule time to read/learn the course content and also complete the assignments by the stated deadlines. I recommend that if you are struggling with any course topic, navigation, or access issue, that you contact me and seek help earlier, rather than later. I recommend reading some tips on succeeding in an online course at [“How to Succeed as an Online Student”](https://digitalstrategy.unt.edu/clear/teaching-resources/online-succeed.html) (<https://digitalstrategy.unt.edu/clear/teaching-resources/online-succeed.html>).

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

University IT Help Desk: <http://www.unt.edu/helpdesk/index.html> <https://it.unt.edu/helpdesk>

Email: helpdesk@unt.edu

Phone: (940) 565-2324

Location: Sage Hall, Room 330

Walk-In Availability: 8:00 am – 5:00 pm

Support Hours: Monday–Thursday: 8:00 am – 9:00 pm, Friday: 8:00 am – 5:00 pm, and Saturday: 11:00 am – 3:00 pm

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Therapy](https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/services/individual-counseling.html) (<https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/services/individual-counseling.html>)

Other student support services offered by UNT include:

- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [UNT Food Pantry](https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html) (<https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html>)

Academic Support Services:

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

Course Requirements & Grading

Assessments

You are expected to complete course assessments **independently** (see Academic Integrity statement on p. 9 for more details). Please ask for clarification if you are unsure about the instructions or direction of any assessment before its due. Class assessments will be weighted according to the following breakdown:

Assessments	Percentage of Final Grade
Homework Assignments	25%
Quizzes	25%
Midterm Exam	20%
Discussion and Participation - Includes discussion posts, listening logs	10%
Composition Project	10%
Analysis Assignment	5%
Concert Program Notes Project	5%

Homework Assignments: assignments will be completed by hand (or by annotating the PDF using a tablet & stylus), scanned (using a mobile device or scanner), and uploaded as a PDF into Canvas.

Assignments are due on the dates specified for each assignment, usually by 11:59 pm Sunday nights; these must be *completed neatly, and the scans must be legible*.

Quizzes: Canvas quizzes will test new skills and concepts as well reading and comprehension (from assigned readings or videos). Most quizzes can be attempted an unlimited number of times, until the quiz closes. Quizzes may feature different questions (of the same type) for each attempt and your highest attempted score will be the one that is recorded in the grade book.

Midterm Exam: there will be an online exam (available 8:00 am – 11:59 pm CT) in week 8 of the course, covering materials up through Module 7. See the Examination Policy for more details.

Discussion/Participation: students will be assessed on their active involvement/participation in the class through online discussion posts, questionnaire, syllabus quiz, and listening logs. For the listening logs, students will listen to different examples of musical repertoire and post their reactions to the music in addition to describing features of the music that they hear.

Composition: students will compose a short piece for instrument or voice of their choosing using styles/techniques covered in the course. More details and a rubric will be provided later in the semester.

Analysis Assignment: there will be a short analysis assignment with guided questions, score analysis, and a follow-up Zoom meeting to discuss the assignment.

Concert Program Notes Project: students will choose a short piece or movement (with instructor approval) and create concert program notes for that work following specific formatting and content guidelines. Part two of the assignment involves prompting ChatGPT to write concert program notes for the piece and writing a reflection on what is generated by AI. More details will be provided in the project rubric and instructions. Projects will not be accepted more than one day late.

Grading

Letter grades will be assigned according to the percentages below.

A = 90–100% B = 80–89% C = 70–79% D = 60–69% F = 0–59%

Late Policies for Course Assessments: Each student can use **three “late passes” in order to turn in three separate homework assignments late without penalty** (up to a max. of 3 days or 72 hours after the Canvas deadline). Please email the grader before the late period is over to request one of your late passes for the assignment. Once you’ve used up your late passes, any additional homework assignments submitted late will be subject to a grade deduction. The points deducted from a late assignment will be the equivalent of a 5% deduction per day it is late, with a maximum deduction of 15% (e.g., after 11:59 pm Sunday through 11:59 pm Monday = 5% deduction etc.).

Quizzes and discussion/participation-related exercises are due by the deadlines posted. These will typically be open for an additional 48 hours after the due date (it will display as a late submission in Canvas, but there won't be a grade deduction). Any late policies for the composition and project and concert program notes will be specified in more detail in the instructions/rubrics for these assessments.

The midterm exam will be available from 8:00 am – 11:59 pm CT on the scheduled day and only students who have a documented excused absence will be allowed to write it at an alternate time.

N.B. I will not be accepting late or missing homework assignments, re-opening missing quizzes, etc. after the last day of class.

Extra Credit: there may be bonus questions on homework assignments or the exam. Otherwise, there are no extra credit/make-up assignments so it's important to complete and submit assignments as they are assigned.

Other

Defibrillators in the College of Music

- **Music Building:**
 - Across from the west side of the Music Commons, directly across from the elevator
 - Third floor hallway, across from the staircase that comes up from the Copy Room.
Next to Room 322
 - Across from the Copy Room next to Room 293
 - Voertman Lobby by the big double set of doors that lead out to the courtyard
 - Main Office (247) under the student worker's desk
- **Music Annex:** Next to room MA117, near the triple set of doors on the east side of the building
- **Music Practice Buildings North & South:** First floor on the Avenue C side
- **Bain Hall:** First floor by the restrooms
- **Murchison Performing Arts Center:** Located off the main lobby, beyond the grand staircase, across from the single occupancy restroom (next to the public water fountains)

Course Policies

Assessment Policy

Each assessment type will be available for students to complete for a specified amount of time and will include instructions on how to complete the assignment, what the acceptable file types for submission are (e.g., .pdf), and an official due date (usually set for 11:59 pm). All assessments will be submitted online through Canvas. If any changes need to be made (e.g., extensions), I will notify students via a Canvas Announcement. Due dates can be found in each assessment, in your Canvas calendar, in your grades section, in the course schedule, and in your To-Do list on the homepage.

Technology Policy

Students taking an internet class are responsible for having a working computer and internet access. If your home Wi-Fi is not working, try to find alternative internet access if possible. Please contact me ASAP if your access to a computer or Wi-Fi is suddenly unavailable and I'll work with you to find a solution.

Students should immediately report any problems with Canvas videos or documents not working or opening to me (sending a screenshot of these kinds of issues will be helpful). The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or (940) 565-2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Examination Policy

The exam will be completed online and will be available for students to complete from 8:00 am–11:59 pm CT. Students who have a documented excused absence will be allowed to write the exam at an alternate time. If a student loses internet connection during an exam, the student needs to contact me ASAP so that I can make necessary accommodations for an extension/re-attempt at the exam. I also recommend contacting the Student Helpdesk and document the remedy ticket number before contacting me.

GenAI Software Policy

Limited Use Policy: In this course, the use of GenAI (Generative Artificial Intelligence) is limited to the Concert Program Notes assignment ONLY (specific uses and instructions will be provided). These types of software may NOT be used when typing responses on a discussion board, responding to the listening log prompts, or any other coursework or assignments. Any attempt to represent GenAI output as your own work will result in 1) a warning, 2) an assignment resubmission, and/or 3) a 0 on the assignment (determined on a case-by-case basis).

Instructor Responsibilities and Feedback

My responsibilities in the course are to:

- Help students learn and grow
- Provide clear instructions and grading rubrics
- Answering questions about course content and assignments
- Identify additional resources as necessary
- Reviewing and updating course content

Instructor Feedback: Students will receive immediate feedback on quizzes upon submission (unless there are questions that need to be graded manually). Homework assignments, discussion board prompts, and the exam will typically be graded within a week of the due date. Other projects may take more time, depending on the scope of the project and the number of students in the class.

Late Work & Late Passes

Homework assignments are typically due by 11:59 pm CT and will remain accessible/available 72 hours after the due date. If you submit your assignment after the due date and before the “available until” date, Canvas will mark your submission as late. Late homework submissions will receive a daily penalty of 5%, up to a maximum of 15%, unless you request to use one of your late passes. There are no late penalties applied when you use one of your late passes. Please see “Late Policies” under the Grading section for more details.

Attendance Policy

According to UNT’s policy, a student’s absence may be excused for the following reasons: religious holy day observances (including travel for that purpose), active military service (including travel for that purpose), participation in official university function (including College of Music functions), medical emergencies and illnesses, pregnancy and parenting under Title IX, official University closure by UNT’s President, and other extenuating circumstances on a case-by-case basis (e.g., death of immediate family member).

Since we do not meet synchronously at a regular time each week, accommodations for documented excused absences will be made if your absence conflicts with the pre-arranged analysis assignment Zoom meeting or the submission of an assessment whereby the length of your excused absence has prevented you from accessing or completing the necessary work (e.g., you haven’t been able to access Canvas materials and assessments for a few days because of death in the family). Please contact me ASAP with the reason and satisfactory documentation/evidence for the absence.

Class Participation

Gaining fluency in music takes consistent practice so I expect you to be watching the lesson videos and/or reading lesson materials, completing any assigned readings and practice questions, and participating in any other discussions or activities I assign that you would normally encounter during a face-to-face class.

Syllabus Change Policy

This syllabus, the course information, and any due dates are subject to change with advance notice. Please check Canvas for the most up-to-date information.

UNT Policies

Academic Integrity Policy

Students caught cheating or plagiarizing will receive a) a verbal and written warning and/or b) a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term “cheating” includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See: [Academic Integrity](#)

Link: <https://policy.unt.edu/policy/06-003>

Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

See: [Student Code of Conduct](#)

Link: <https://deanofstudents.unt.edu/conduct>

Access to Information - Eagle Connect

Your access point for business and academic services at UNT occurs at my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

See: [Eagle Connect](#)

Link: eagleconnect.unt.edu/

ODA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester. For additional information see the Office of Disability Access.

See: [ODA](#)

Link: disability.unt.edu. Phone: (940) 565-4323

Health and Safety Information

Students can access information about health and safety at: <https://music.unt.edu/student-health-and-wellness>

Registration Information for Students

See: [Spring Academic Calendar Information](#)

Link: <https://registrar.unt.edu/registration/spring-academic-calendar.html>

Semester Calendar, Spring 2026

See: [Spring Semester Calendar](#)

Link: <https://registrar.unt.edu/sites/default/files/spring-2026-academic-calendar.pdf>

Final Exam Schedule, Spring 2026

See above (Spring Calendar). This class will not have a final exam, but a final project (see project instructions for due date).

Financial Aid and Satisfactory Academic Progress

Undergraduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based

on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

See: [Financial Aid](#)

Link: <http://financialaid.unt.edu/sap>

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.

See: [FERPA](#)

Link: <http://ferpa.unt.edu/>

Counseling and Testing

UNT's Center for Counseling and Testing has an available counselor for students in need. Please visit the Center's website for further information:

See: [Counseling and Testing](#)

Link: <http://studentaffairs.unt.edu/counseling-and-testing-services>

For more information on mental health resources, please visit:

See: [Mental Health Resources](#)

Link: <https://disparities.unt.edu/mental-health-resources>

Add/Drop Policy

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. See Academic Calendar (listed above) for additional add/drop Information.

Drop Information: <https://registrar.unt.edu/registration/spring-academic-calendar.html>

Student Resources

The University of North Texas has many resources available to students. For a complete list, go to:

See: [Student Resources](#)

Link: <https://success.unt.edu/aa-sa-resources>

Care Team

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

See: [Care Team](#)

Link: <https://studentaffairs.unt.edu/care-team>

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](https://www.ice.gov/sevis/schools/reg#f6iv) (<https://www.ice.gov/sevis/schools/reg#f6iv>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

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Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.