Admissions, Enrollment Management and Student Affairs
Operating Policy and Procedure

SON OP 60.082 – Audio-Visual Release Policy

PURPOSE
The signed release form provides informed consent which protects both the participant and the School of Nursing.

REVIEW
The OP shall be reviewed by the Associate Dean for Admissions, Enrollment Management and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY
Whenever an individual outside the School of Nursing is being audio or video taped, the faculty or student responsible for the production must obtain a signed release form.

Procedure
1. The faculty or student responsible for an audio or video taped production ensures that a release form is signed by the person or persons being audio or video taped. The release form is found in Attachment A.
2. Signed forms are submitted to the appropriate program office and maintained on file.
ATTACHMENT A
Audio-Visual Release Authority

I understand that I am being taped (_______ audiotape only ________ videotape) and that this taping will be used by the School of Nursing in various efforts on its behalf.

The use of this taped material may include public service announcements, recruitment promotions, television or radio presentations or newspaper copy. I understand that the School of Nursing, if not the sole producer of this information, cannot be held responsible for final copy.

Witness ____________________________________  Signature ________________________________

Date: _____________________________________

Special Conditions (may include granting right to School to reveal specific information about me):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

xc: Signer
School of Nursing AV files
PSYW:mb 8/87
Reviewed: KC 10/01/2016