



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.3150

DIVISION: Academic Affairs

TITLE: Student Production Policy

DATE: March 30, 2012

Authorized by: A. Gordon Emslie, Provost and Vice President for Academic Affairs

I. Purpose and Scope

This policy applies to the filming and/or performing of WKU student creative projects on WKU property that occur or take place outside the confines of the studios, classrooms and theatres typically used for such projects.

To ensure the safety of the campus community, such projects must provide prior notification if the film or performance will be portraying events that may disrupt the learning environment of the university and/or be misconstrued by people in the vicinity of the project as an activity that threatens life safety or incites violence or mayhem.

II. Policy

1. If a film, project, or performance will be portraying events that may disrupt the learning environment of the university and/or be misconstrued by people in the vicinity of the project as an activity that threatens life safety or incites violence or mayhem, the instructor or the student producer/director must take the following steps to inform the campus community:
 - a. Send a written message, at least five days in advance,
 - i. to the Building Coordinator* of the proposed filming, dramatic enactment, and/or creative student project in that building or facility, including the date(s), time(s) and, if possible, the location(s) in the building or facility;
WITH A COPY, if applicable,
 - ii. to the WKU Police Department if filming, enactment, and/or creative student

project will include or involve the use of imitated, disabled or “prop” firearms, or loud, startling or pyrotechnical special effects.

- b. Prepare and post a notice in conspicuous places, which will be displayed during the event. Notices must be legible, clear in intent, and displayed in effective locations.
 - c. Remove and appropriately discard said notices promptly upon completion of the activity.
2. If the film, project or performance is part of a course, then the instructor of that course must inform students of this policy by including an appropriate statement in the relevant course syllabus and requiring students to follow it.
 3. This policy provides only for required prior notification. It does not involve or imply administrative approval of such projects or events beyond those that may be required by the specific instructor or academic program.

*Contact information for Building Coordinators is available at http://www.wku.edu/facilities/documents/bldg_coord2011.pdf. If the activity is not in a building, then the building coordinators of all buildings in the vicinity should be contacted.