

**Student Policy for Taping Classes and Events
at the Sturm College of Law**

- To request that a class or event be taped by SCOL audio-visual staff, students and student groups must fill out the form below and submit it to the Assistant Dean of Student Affairs, Daniel Vigil, in the Student Affairs Office, Suite 115.
- With **written permission from their professor** (e-mail is okay), students may audio-tape their own classes or events using their own equipment, such as a laptop.
- Dean Vigil will grant approval to video tape classes in extreme situations such as:
 - Medical Emergencies
 - Family Emergencies
 - Religious Holidays
 - Military Obligations (short term, temporary)
 - Maternity/Paternity Leave
 - Jury Duty
 - Academic Conflict
- If approved, the AV Department will do their best to accommodate the request.
Please note: we are unable to tape classes or events in room 145, 290, 313, 370, 412, 413, 450, and 499.

Request to Tape Law School Class or Event

Fill out separate form for each class or event to be taped

Student/Student Group Name: _____

Student/Student Group E-mail: _____

Today's Date: _____

Name of Class/Event to be Taped: _____

Date of Class/Event to be Taped: _____

Professor/Presenter Name: _____

Time of Class/Event to be Taped (start & end time): _____

Room Number of the Class/Event to be Taped: _____

Reason for request:

Written Faculty or Presenter Approval Attached (Must accompany this request):

Yes No

Request Approved Request Denied

Assistant Dean Daniel Vigil