

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

- To request that a class or event be taped 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.
- The student or student group **must obtain written permission** (e-mail is okay) from their professor or the presenter to tape the class or event. Please attach permission to this form.
- Dean Vigil will grant approval to 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

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Assistant Dean Daniel Vigil