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, Jessica Boynton, in the Student Affairs Office, Suite 235B.

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 Jessica Boynton