

RECORDING OF CLASS SESSIONS POLICY

(Revised by Faculty - April 20, 2017)

Guidelines

Based upon a resolution approved by the faculty, tape recording of class sessions is prohibited except to accommodate:

- (1) A student's observance of a religious holiday. If a student plans to miss class due to religious observation, the Dean of Students Office must be notified one week in advance of the class(es) to be taped;
- (2) A student's absence from a make-up class scheduled at a time that conflicts with a regularly scheduled class. If a conflict exists between a make-up class and a regularly scheduled class, please notify the Dean of Students Office as soon as the make-up class is announced, so the request may be processed;
- (3) The scheduling of a make-up class or review session outside of the regular class hours;
- (4) Students who are called to active military duty by the Armed Forces;
- (5) A student's documented disability as part of services recommended for and provided to students under the Americans with Disabilities Act;
- (6) Students in the LLM Legal Research Writing and Analysis I and/or II course when the instructor has determined that the student is having difficulty in understanding spoken English;
- (7) Any extraordinary circumstances outside a student's control, as approved by the Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs.
- (8) A request by faculty for special purposes such as, e.g., developing online instruction, marketing, or capturing a guest lecture, as approved by the Associate Dean for Academic Affairs.