I. Scope of Policy

A. This policy applies to all Law School courses unless an instructor expressly and in writing modifies specific provisions for a particular course.

B. All references to “recordings” include complete and partial recordings, audio and video recordings, transcripts of recordings, and recordings of both synchronous and asynchronous content.

II. Notice of Recording

All class sessions may be recorded. Students should assume that a class session is being recorded unless otherwise notified.

III. When the Law School Will Record Classes

A. Instructors are not required to record classes.

B. Instructors have discretion to record classes for students with excused absences and for other pedagogic purposes.

C. A student who would like a class session to be recorded should send a request to the instructor by email in advance. All requests are subject to the Honor Code and instructors have discretion to approve or deny requests, and to require additional information.

D. The Law School’s attendance policy requires students to attend class rather than rely on recordings, except in cases of excused absences.

E. Whether an absence is excused is governed by the Law School’s and University’s attendance policies.

IV. Who May Record

A. Except as noted in subsection B, all recordings will be arranged and managed by the Law School. The Law School will attempt to ensure that recordings are
timely and of sufficient quality, but cannot guarantee against technological and administrative errors.

B. No person may record a class without express written permission from the instructor. Permission is presumed to encompass only audio recording. All permitted recordings are governed by this policy’s limits on distribution of recordings.

V. Distribution of Recordings

A. Recordings are for the academic benefit of enrolled students and may not be redistributed. Students shall not: (1) access a recording without permission or in an unauthorized manner; (2) copy a recording; (3) distribute a recording to any other person, either directly or through an intermediary such as a server or website; or (4) allow unauthorized persons to hear recorded audio. Students watching a recorded video must attempt to the extent feasible to prevent third parties from viewing the recording.

B. If an instructor makes a recording available to all students in a recorded course, the recording should be distributed exclusively through a password-protected university website that enables students to stream the recording but not to download it. The Law School encourages the use of Canvas for this purpose.

C. If an instructor makes a recording available to individual students, the recording should be distributed to students via email with a link to a streamed file on a password protected university website.

D. If a student receives express written permission from an instructor to record a class, the student must erase the recording from all media after completing or withdrawing from the course.

VI. Enforcement

Violations of this policy may lead to academic discipline and may be treated as an Honor Code violation.