

**University of Richmond School of Law  
Curriculum Committee**

Class Recording Policy  
Passed at April 29, 2015 faculty meeting

*Recording Class.* No one shall record a class without the professor's permission. If a student is absent from class due to extraordinary circumstances, such as a death or serious medical emergency in the family or an illness of at least three days, or due to a religious observance consistent with the university's [Religious Observance Policy](#), the law school administration will make reasonable efforts to make an audio recording of the class and make the recording available to the student in a timely manner, as long as recording is requested and the professor approves. A student who wishes to request recording of a class should email the Associate Dean for Student Services and the professor setting forth the circumstances that warrant recording and giving the date, time and room of the class. If the Associate Dean determines that the student's situation meets the above requirements and the professor approves, the Associate Dean will contact the Multimedia Services Coordinator to record the class. All class recordings shall be for the personal educational use of the individual students for whom the recording was made, and no student shall reproduce, distribute, or share a class recording in any way.