

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Class Recording Policy

Faculty policy approved June 2, 2023. This policy is effective for SCALE I students as of June 2, 2023. The policy is effective for all other new and continuing students as of August 1, 2023.

**Revision history:** During the pandemic, all courses were recorded because students were taking courses via Zoom, which meant that students could lose internet connectivity and miss parts of their classes. Because we have returned to substantially in-person classes, we are returning to a practice similar to what the law school had in place before the pandemic.

**Related policies:** Policy Statement Regarding Students and Applicants with Disabilities; Attendance Policy.

**Scheduled Review Date:** January 2026 (Vice Dean and Academic Standards Committee)

#### A. Policy Statement

Except as provided otherwise in this policy, professors have discretion whether to record their classes. This discretion means that a professor can record some or all class sessions, can choose to record no class sessions, can start or stop the recording during a class session, and can choose to record via audio or video, or can choose not to record any classes. If a professor chooses to record a class for other than ADA compliance purposes, the professor will make the recording available via the course Canvas page to all students enrolled in the class. Students are prohibited from recording classes by any means unless they receive permission from the professor or, for students with registered ADA accommodations, from the Accessibility Coordinator in the Student Services Office.

As detailed in Section B(1), classes will be recorded where required for compliance with the Americans with Disabilities Act (ADA).

Class attendance remains essential, and recordings, when available, are not a substitute for regular attendance. Nothing in this policy modifies the Attendance Policy.

In accordance with this policy, students, faculty, and others are placed on notice that any class and discussions held during class may be subject to recording.

Recordings may not be available for reasons such as equipment or technology failure or human error.

## **B. Access to Recordings for Individual Students—Seeking Authorization**

### **1. Recordings as an ADA accommodation**

A student who seeks class recordings as an accommodation under the ADA should file those requests with the Accessibility Coordinator ([accessibility@swlaw.edu](mailto:accessibility@swlaw.edu)) pursuant to the Policy Statement Regarding Students and Applicants with Disabilities.

When the Accessibility Coordinator determines that a student should receive class recordings as an ADA accommodation, the Accessibility Coordinator will contact that student's professors. Without disclosing the student's identity, the Accessibility Coordinator will ask the professor whether they intend to record and post all class sessions for the entire class in a manner that would meet the requesting student's ADA needs. If the faculty member was not planning to generally record class sessions, the faculty member may opt to record the designated class sessions in the manner requested by the Accessibility Coordinator. The faculty member will then provide links to each recording on a timely basis. The Accessibility Coordinator will make that link available to the student. Whenever feasible, recordings will be provided in a manner that the student cannot share or download the recording, and access will be terminated at the end of the semester.

If a professor does not wish to record the classes for ADA purposes, the Accessibility Coordinator will approve the student to record classes using only the school-issued Glean software. The Accessibility Coordinator will provide the student with the Glean software and information about how to use the software.

### **2. General requests**

For compelling reasons (e.g., religious or cultural observances and prolonged absences due to medical issues), students may request that the professor record a class or authorize another student to record the class on their behalf. Requests to have a class recorded should be made at least 3 business days in advance of the class. Where class recordings are not provided or are unavailable, students who miss a class are encouraged to seek notes from classmates and visit the professor during office hours if they have questions about concepts they missed.

### **3. Restrictions**

Southwestern strives to safeguard the intellectual property of its faculty and the privacy of its students, prospective students, and employees in learning environments and other events and activities hosted or sponsored by the law school.

To protect these interests, students and other participants shall not copy, record, reproduce, screenshot, photograph, or distribute any content, including documents, audio, video, images, and other visual content from courses and events.

This restriction includes but is not limited to copying or distributing the following:

- recorded and live lectures (including images derived from such recordings, like screenshots);
- live discussions or meetings;
- discussion boards;
- simulations;
- posted course materials;
- exams, quizzes, and other assessments (whether graded or ungraded);
- faculty feedback forms;
- visual materials that accompany lectures/discussions, such as slides;
- virtual whiteboard notes, etc.; and
- images of students, faculty, or other participants.

Any unpermitted or unauthorized recording, copying, or distribution will be referred to the Honor Code Committee.

### **C. Policy Revisions**

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without notice.