Class Recording Policy (effective September 2010)

Accreditation standards, bar admission rules, and the Law School’s Academic Regulations require regular class attendance. However, on the rare occasion when a student is compelled to miss class, the student may make arrangements to have class sessions recorded for personal use according to the following procedure:

1. The student must obtain permission from any professor whose class she wishes to have recorded. **Permission to record is granted entirely at the discretion of the professor. Note that a number of professors do not allow their classes to be recorded at all.** Regardless of whether the student intends to use her own recorder, another non-Law School recorder, or a Law School recorder as described below, she must clear that with the professor. If the professor approves use of a non-Law School recorder, then the student will make her own arrangements. If the student needs to use a Law School recorder, then she must follow these additional procedures:

2. A student may request the use of a Law School recorder if a student is compelled to be absent for up to three days. If the student requests recordings for more than three days, the staff member processing the request form or the professor who the student has approached for permission will refer the student to the Office of Student Affairs to speak with one of the Assistant Deans.

3. The requesting student must complete the online “Class Recording Request Form” indicating the date(s) she is requesting class to be recorded, the specific class or classes to be recorded, her reason for missing class, and verification that she has received permission from her professor. A copy of this form will be forwarded to each professor whose class will be recorded.

4. The requesting student is required to make arrangements with her classmates to record class(es) for her. If more than one class is to be recorded, the requesting student will be responsible for coordinating the logistics between the students who will be doing the recording. The requesting student is required to provide these students’ names on the Class Recording Request Form.

5. The recording student(s) will pick up digital recorder(s) from the Distribution Center in the Reading Room of Legal Research. He will be required to complete an “Equipment Removal Form” listing his contact information, the class(es) to be recorded, and the date and time he expects to return the recorders to the Distribution Center.

6. Upon return of the recorder to the Distribution Center, a Distribution Center staff member will upload the digital files to the Web server. The recordings will be accessible to the requesting student only in streaming format, which cannot be downloaded or
saved. An e-mail notification will be sent to the requesting student to notify her that the recordings are ready, usually within 24 hours of receiving the recordings.

7. If a student cannot make these arrangements herself, e.g. in the event of a sudden emergency, she should contact the Office of Student Affairs (734-764-0516), which may be able to assist with the recording request process. However, it may not be possible to fulfill the request for some classes.

The supply of recorders is limited, so recorders are available on a first-come, first-served basis.

**Class recordings are exclusively for the use of the requesting student and may not to be shared with other students, unless expressly approved by the professor(s) whose classes were recorded.**

This Policy does not cover recording first-year classes for **religious holiday observance**, which the Office of Student Affairs manages. To request class recordings for classes missed due to major religious holiday observances, first-year students should follow the procedure announced on M Law Live (and not this policy) before each religious holiday. The Student Affairs Office does not arrange for the recording of upper-level classes on religious holidays. Upper-level students who wish to have classes recorded on religious holidays should follow the procedure set out in this Policy. Note, however, that the recording of first-year classes on religious holidays takes precedence over the recording of upper-level classes, so very few recorders will be available to upper-class students during religious holidays.