

Supplementary Policies on Student Records

This document contains specific policies and procedures to be followed in the Law School. It conforms to and supplements the University's Policies on Student Records, the provisions of which shall govern in all matters not specified in this document. Copies of the University's policy statement are available here. The Law School's policies and procedures will be updated as necessary and will be reviewed as necessary by the Associate Dean.

I. Purpose of Student Records

The Law School collects information about students and maintains student records for purposes of admitting students, counseling students and assisting students in the completion of their academic programs. Records of disciplinary action may also be maintained. The Law School also uses information from student records in conducting studies designed to improve instruction and service to students.

II. Information in Student Records

Four basic categories of information are included in student records:

- A. Admission materials. Includes such items as applications for admission, test scores, transcripts, letters of recommendation and other correspondence.
- B. Financial Aid materials. Includes such items as application forms, financial information supplied by students and/or parents, tax returns, letters of recommendation, and other correspondence.
- C. Official Law School academic information. Includes such items as copies of students' academic records and audit letters, election forms, and correspondence.
- D. Faculty and staff notes. Includes notes placed in the file by Law School faculty and staff

Summarizing the purpose of a student's contact with an office, matters discussed and/or commitments made or actions taken, and relevant observations.

III. Retention of Information

Student records shall be maintained for a period of time determined to be appropriate for Law School and professional licensing purposes. After that time, the records of historical significance will be preserved and others may be destroyed.

IV. Access to Student Records

- A. By Students. Any student currently or formerly enrolled in the Law School may examine all materials in his/her records, except:
 - 1. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his/her professional capacity or assisting in that capacity, that are used only for treatment purposes and that are not disclosed to anyone other than individuals providing the treatment. Such records, may, however, be reviewed by a physician or other appropriate professional of a student's choice.
 - 2. Financial information submitted by parents.
 - 3. Confidential letters and statements of recommendation which were placed

in the files before January 1, 1973, and which are used only for the purpose(s) for which they were intended.

4. Confidential recommendation concerning admission, applications for employment or honorary recognition, or any other materials for which the student has specifically and in writing waived his or her right of access.
5. Notes made by a faculty member or administrator, which are in the sole possession of that person and are not shared with others.

A student who wishes to examine his/her records should contact the Office of Student Records by email to lawrecords@umich.edu. Every attempt will be made to schedule an appointment for the student to review the records with three working days after the request is received, but in no event will access be delayed more than two weeks. Once a request has been received, no materials shall be removed from the record until the student has reviewed it.

All records must be examined in the presence of a member of the Records. A student who is not able to review his/her records at the Law School will be provided with such copies of records as are possible within 45 days of the request.

Students may obtain copies of all materials in their files except:

6. Exempt matter as noted above.
7. Transcripts, which the students shall be directed to obtain from the Registrar's Office that issued them.

Copies of records maintained in other media will be made available, if possible, at cost. There will be a charge for any postage required.

- B. By Law School Faculty, Staff Members and Agents. Faculty advisors, faculty members requested by students to prepare letters of recommendation, and members of Law School committees shall have such access to student records as is required to perform their advising or committee functions. Staff in the Office of Student Records and Student Life shall have direct access to such student records as their particular responsibilities require. Other faculty, staff members and agents shall have access to student records pursuant to legitimate educational interests as determined by the faculty, the Associate Dean for Academic Affairs or that Dean's designate.