University of Minnesota Law School  
Policy on Recording Classes  

Adopted by the Faculty on February 9, 2021  

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, still images or screenshots of video recordings, and recordings of both synchronous and asynchronous content.  

II. Notice of Recording  

All class sessions may be recorded by the instructor using the procedures in this Policy, with or without prior notice. 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. The Law School’s attendance policy requires students to attend class rather than rely on recordings, except in cases of excused absences. Whether an absence is excused is governed by the Law School’s and University’s attendance policies. Instructors should not request documentation or detailed explanation of an illness, but should contact lawdos@umn.edu if they are concerned about whether a particular absence should be excused.  

C. Instructors are encouraged to record:  

(i) The first class session of the semester, which will assist students deciding whether to add a course or seeking admission from a waitlist.  

(ii) Make-up classes scheduled outside the course’s normal meeting pattern.  

(iii) Classes scheduled on religious holidays.
D. Instructors should not intentionally record conversations with individual students that occur before class, during breaks in class, or after class. When such conversations are inadvertently recorded, instructors are encouraged to edit the recording if doing so is feasible.

E. When deciding whether to record all or part of a class, instructors may consider whether recording might discourage participation in discussions, especially about sensitive subjects.

F. Authorized administrators may in some circumstances conclude that recording is required as a disability accommodation. Instructors who are concerned about such recordings should contact lawdos@umn.edu.

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 failures and administrative errors.

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

V. Distribution and Redistribution of Recordings

A. Recordings are solely for the academic benefit of instructors, presenters, and students enrolled in the course 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 to the extent feasible prevent third parties from viewing the recording.

B. If an instructor makes a recording available to individual students or the entire class, the recording should if feasible be distributed via a link to a streamed file on a password protected university website.

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

VI. Enforcement

A. Violations of this policy, including attempts and threats to violate the policy, may lead to academic discipline and may be treated as an Honor Code or University Student Conduct Code violation.

B. The Associate Dean for Academic Affairs may interpret and administer this policy.