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**Classroom Recording Policy**

According to the Americans with Disability Act and Section 504 of the 1973 Rehabilitation Act, institutions of higher education must provide auxiliary aids and services to students with documented disabilities in an effort to ensure equal access to institutional programs, courses, and activities. Auxiliary aids and services include a wide range of approaches that address barriers to effective communication. Communication between the University and students must be as effective for students with disabilities as for others.

For a variety of reasons, some students are not able to take adequate notes during lectures due to their disability/ies, and therefore may be eligible to receive support in increasing their access to lecture material. Federal regulations make clear that post-secondary institutions cannot put into place policies or procedures that prevent a student from recording in the classroom if it is necessary to address disability-related barriers to access. Marquette can expect students to abide by an agreement that dictates the use of those recordings. That agreement can be found below, and is accepted when a student engages in recording for accessibility purposes.

**Audio Recording of Classroom Lecture Agreement**

Information contained in the lecture recording may be protected under federal copyright law and may not be published or quoted without the expressed consent of the lecturer and without giving proper identity and credit to the lecturer. Further, as a condition of being able to audio record a lecture, the student must fully agree to do the following:

* Use the recordings for personal use only as it relates to studying and preparation for class; recording not to be shared with any other person at any time or posted to the internet.
* Manage the recording device in a way that does not disturb others.
* May not video record a lecture.
* Destroy any class recording at the conclusion of each semester.
* Discuss any concerns regarding audio recording the class with a representative from ODS.