



Office for Accessible Education

AUDIO RECORDING LECTURE STATEMENT

Under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, both as amended, institutions of higher education may not deny a student with a known disability equal access to the institution's programs, courses and activities when reasonable accommodations exist. Recording lectures may be a reasonable accommodation for students who present documentation that substantiates the need.

Loyola University faculty and the Office for Accessible Education (OAE) staff have the right to require a student who uses audio recording as a reasonable accommodation to sign an agreement when recording equipment will be utilized.

Faculty have the right to protect intellectual property, and to ensure that the use of recordings are for the sole use of the student as an accommodation.

AUDIO RECORDING AGREEMENT

I understand that I have the right to record audio during class lectures for my personal study use only as an academic accommodation. I agree that I will NOT engage in any of the following actions throughout the term:

- Allow anyone else to listen to or use the audio recording, except the instructor or the OAE upon request.
- Copy, broadcast, transcribe, or share any part of the audio recordings.
- Release the recording, profit financially or allow others to benefit personally from lectures I will record.
- Publish or otherwise quote dialogue from the lecture without the lecturer's explicit written consent and without properly identifying and crediting the lecturer.
- Violate the rights of my faculty and fellow students by using the audio recording in any manner other than for my own personal study in this course.

I understand that a violation of this agreement may subject me to discipline under the Loyola University Code of Student Conduct or subject me to liability under copyright laws.

Print Name: _____

Signature: _____ Date: _____