

Policy and Procedures – Learning Support and Disability Services Department

Accommodation – Note-taker

Responsibilities of the student receiving the notes:

Once a student has been determined to be eligible for the accommodation of a note-taker the following must occur. No later than the beginning of each semester (preferably at the time of pre-registration), the student will provide a list of the courses for which he/she will need note-takers to the Learning Support and Disability Services Department. The list must include course titles, course numbers, times/days the class meets and names of the professors.

NOTE: Continuation of note-taking assistance from one semester to another is not automatic; the student must communicate each semester's needs and course information to the Learning Support and Disability Services Department.

- The student may elect to use a smart pen on loan from the Learning Support and Disability Services Department. This pen is on loan on a semester basis. Once the student is familiar and comfortable with the technology, he/she will be encouraged to purchase their own pen.
- The student receiving the accommodation will advise the LSDS Department whether or not he/she wishes his/her identity to be made known to the note-taker(s).
- The student may recommend fellow students as potential note-takers, but the student is responsible for accepting the LSDS' decision about whether or not those recommendations are the best choices.
- Once notes have been made available as agreed, the student is responsible for obtaining and using those notes.
- The student will keep LSDS informed about the receipt and quality of notes, particularly if the notes are delivered via an entity other than LSDS
- The student accepts the fact that human note-taking is a personal and imperfect activity. What one student believes to be exciting new information, another student might find so familiar as to be un-noteworthy. The student being accommodated is responsible for alerting the LSDS Department if such issues become problematic.

Responsibilities of the Learning Support and Disability Services Department

- Once the list of classes is received, LSDS will use whatever resources are available to identify students as potential note-takers. In some situations, student not-takers might not be available, in which case LSDS will contact the student to discuss alternative accommodations.
- LSDS must set up methods that provide easiest access to notes for the student being accommodated. Usually, the Learning Support and Disability Services Department has

note-takers scan their notes and send them electronically to the Department. They are then forwarded to the student receiving the accommodation.

- If a note-taker cannot attend class on a given day and has notified the Learning Support and Disability Services Department, a good-faith effort will be made to locate another student to provide notes for that day.