

NOTE TAKING ASSISTANCE ACCOMMODATION PROCEDURES

Students with disabilities encounter a variety of barriers to accessibility in the college classroom. Some disabilities create barriers to a student's ability to take appropriate notes during class lectures. To address this barrier, the ADA Accommodations Office may approve an accommodation for note taking assistance. This accommodation may be implemented in any way that the student and instructor agree upon; however, there are two recommended methods.

The recommended first option is for the instructor to provide notes from the lectures. This does not have to be a summary that the instructor completes after each lecture and instructors are not expected to do so. However, if the instructor has notes they use for lectures that would be appropriate to share with the student it may be sufficient for the accommodation. Copies of powerpoints from lectures may be also sufficient note taking assistance. If the instructor does not have notes that can be shared with the student there are other options.

The recommended second option is for the instructor to identify a volunteer peer note taker in the class. Information about implementing this accommodation by utilizing a volunteer peer note taker can be found in the "Instructor Responsibilities" section of this document.

There is information below listing the responsibilities for the student receiving accommodations, the instructor, and the student serving as the peer note taker.

Student Receiving Accommodations Responsibilities

- Share the accommodations letter with your instructor, discuss the note taking accommodation, and how the accommodation will be implemented. Be sure you understand the expectations the instructor has of you as it relates to the accommodation.
- Students with the note taking assistance accommodation do not receive lecture notes for classes they do not attend.
- The note taking assistance accommodation is to provide supplemental notes for the student's own notes. Students with this accommodation are expected to take their own notes as best as they can.
- Pick up notes from the instructor if they are handwritten.
- Communicate with the instructor if the notes provided are not sufficient.

Instructor Responsibilities

- After receiving the accommodations letter from the student stating that they are approved for note taking assistance, discuss the note taking accommodation with the accommodated student and how the accommodation will be implemented. You may choose to include these details on the signed accommodation letter. For example, indicating that the student has chosen not to use this accommodation in your class or indicating that the student states the notes provided through lecture powerpoint presentations are sufficient.
- If you are not providing your own lecture notes, identify a peer note taker and a backup peer note taker in the class.
 - You may make an announcement at the beginning of class and/or you may send an email to the entire class requesting volunteer note takers.
 - You may also ask a specific student or students if you know them and believe them to be reliable.
 - The note taker does not need to know why the notes are being received and should not know the identity of the student for whom the notes are being received.
 - Coordinate with the volunteer peer note taker the best method of receiving their notes.
 - Ensure that the volunteer peer note taker's notes are legible/can be understood.
 - If the notes are to be handwritten, they should be legible and easy to read. It is the responsibility of the student receiving this accommodation to pick up the notes from the instructor.
 - If the notes are typed and emailed to the instructor, the notes can be sent via email to the student receiving the note taking assistance.
- Provide copies of lecture notes (your own or the peer note taker) after each class. It is recommended to set a reasonable timeframe for this to be completed which works with your schedule and considers the student's need for receiving the notes in a timely manner.
- Do not provide copies of lecture notes for classes for which the student receiving the accommodation is absent.
- Contact the ADA Accommodations Office if you are unable to secure a volunteer peer note taker.

Student/Peer Note Taker Responsibilities

- Take detailed notes for each class lecture. Shorthand or abbreviations should have explanations.
- Ensure the notes are legible and easy to understand.
- Provide copies of the notes to the instructor promptly after each class.
- If you are going to be absent, please notify the instructor immediately (preferably at least two business days prior) so that an alternate note taker can be identified.