

	<i>Responsible Office or Department:</i>	Academic Affairs
	<i>Effective Date:</i>	07/12/2012
<i>Accessibility Services: Notetaking Accommodations</i>		

PURPOSE:

To provide notetaking services to students with documented disabilities.

SCOPE:

Students; Faculty; Academic Advisors

MAIN PROVISIONS:

Based on documentation of disability, Accessibility Services will determine on a case--by--case/course--by--course basis the use of notetakers as an appropriate accommodation. Students who need this accommodation may have difficulty translating spoken information into a written format, maintaining attention needed for the completion of multitask activities, and/or writing quickly and/or legibly.

PROCEDURES:

- The student must contact Accessibility Services to request notetaking services as early as possible each semester as well as to review the policies and procedures for requesting services.
- The student must provide Accessibility Services with documentation of disability that supports the student's request for notetakers.
- The student must provide a list of notetaker requests in writing at the beginning of each semester that notetakers are required.
- A returning student who knows someone in classes or someone who is willing to take notes should identify that person to Accessibility Services.
- If a new or returning student does not know anyone in the class, Accessibility Services will locate a student enrolled in the course qualified to take notes on a volunteer basis. Accessibility Services also will determine, under certain circumstances, if paid note takers should be used in courses where qualified volunteer notetakers are not available.
- Accessibility Services will provide the student with their notetaker's contact information to make notes accessible via email or Google doc.

ADDITIONAL INFORMATION:

None

POLICY HISTORY:

- Originated: 2012
- Current Effective Date: 07/12/2012
- Next Review Date: **1/25/2027**
- Revision/Renewal Log:
 - Reviewed 01/25/2024, no revisions necessary
 - Replaces “Note taking Accommodations”, effective 07-12-2012