

NOTE TAKING POLICY

Purpose:

Notetaking services are available to ensure equal access to in-class information for qualified students with a disability. The Services for Students with disABILITIES will make every effort to provide peer notetakers. Notetaking services must be recommended and authorized by a Case Manager in SSWD.

Policy:

1. Students must make every effort to provide required documentation to SSWD that clearly supports the need for notetaking accommodations. In most cases, the notetaking service will be an adjunct to the student's own notetaking abilities and wherever possible students are expected to take notes in class in order to facilitate their own learning. A student with a disability may wish to hire a classmate of their choice or approach the instructor to assist with the selection of a notetaker.

Otherwise SSWD will, if possible, solicit notetakers anonymously on behalf of the student. Peer notetakers are hired on a volunteer basis by SSWD and are paid an honorarium at the end of each term. SSWD will facilitate and coordinate the hiring, training and management of notetakers and will review the service on a regular basis.
2. At the beginning of a new term and once a request has been received, SSWD will make every attempt to facilitate the provision of notes to qualified students with a disability in a timely manner. Once a notetaker has been hired, SSWD will make every effort to make sure that notes are available on a weekly basis and within one week of the lecture date.
3. If there are difficulties in obtaining a peer notetaker, the SSWD will contact the instructor to see if he/she can recommend a notetaker and/or to determine if notes are required for the course (sometimes notes are posted to WebCT or classes may not require a formal notetaker).
4. Students are required to access their notes on a regular basis (at least once every three weeks). Failure to do so will result in the suspension of notes for that course. Once notes have been suspended, students will no longer be able to access them.
5. If a student is dissatisfied with notes for any reason, the student must notify SSWD. The notetaker will be contacted one time to assess the complaint and be given the opportunity to rectify any problem. If not rectified immediately, the notetaker will be terminated and every effort will be made to hire a new notetaker. If the student receiving notes withdraws from a class, he or she must inform their Case Manager in the SSWD in writing within 5 days. Failure to inform the SSWD office of a dropped course will result in a cancellation fee of \$50 (towards the cost of providing service).
6. The notetaking service is provided for the sole use of qualified students who have been approved to access the services for disability related reasons. Unauthorized distribution of notes (i.e. sharing of notes with other students) will result in the immediate termination of the notetaking service and may also result in academic discipline sanctions