Note Taking Assistance

The Note Taking Assistance accommodation is determined on a case-by-case basis, based on the functional limitations of the individual’s disability and in consideration with the method of delivery of materials. Note Taking Assistance is not a replacement for attendance. Note Taking Assistance may include: use of audio recordings, access to lecture notes, use of a recording device or Smartpen, and/or a peer note-taker (paid or volunteer).

Volunteer Note Taker Program

When a student has a disability that affects their ability to take notes adequately, the accommodation of a note taker may be deemed reasonable and appropriate. When approved for this accommodation, it will be included on the student’s accommodation letters. It is the student’s responsibility to discuss the need for a peer note taker with her professor and ask assistance in identifying a suitable match. Most of the time those who are identified to be suitable volunteer note takers are other students in the class who exhibit proficiency in class attendance and note taking. Once the student agrees the volunteer note taker and the student or the volunteer note taker and the professor agree to the terms for ensuring the student has access to these notes.

Note Taker Stipend Program

Disability Services coordinates a Note Taker Stipend Program that is designed as an accommodation for students with hearing and/or visual impairments. Students who are Visually Impaired or use interpreters often find it difficult to observe the interpreter while simultaneously taking notes; hence, a note taker is an additional accommodation that is typically utilized. The primary reason for this extra measure is to ensure that students with hearing impairments or those with visual impairments will have access to the information presented in class should the interpreter not show up (this could happen due to sudden illness, accident, etc) or should the student need to focus on their own technology to follow lecture. The Stipend Program is different from the accommodation of note taker, which other students may require based on their disability. As is evident in the name, the Stipend program is a paid program, whereas the note taker accommodation is not. Note takers going through the stipend program must be approved through Disability Services and complete a required training session.