Note-Taking Accommodation Procedures, Policies, and Responsibilities for Students

General Information about Note-Taking Services

1. The Disability Services Office hopes that note-taking accommodations will assist you in becoming successful in your classes at Albright. We anticipate that the notes you receive from volunteer note-takers will supplement your own notes and support you with studying throughout the semester.

2. The note-taking accommodation is an anonymous matching process arranged through the Disability Services Office to ensure confidentiality. Your name and information remains confidential. However, should you prefer to speak with your volunteer to clarify any questions with the notes, you may do so.

3. If you are comfortable disclosing your use of accommodations to your assigned tutor, you can bring these notes to your tutoring sessions throughout the semester. Although this is a personal choice, disclosing your disability could be beneficial because it may help the tutor know how best to assist you. The tutor can use these notes to help demonstrate effective note-taking techniques, as well as help you work through the material and learn how to study most effectively using these notes.

Student Responsibilities

1. In order to receive note-taking services, you will need to provide your professors with your Academic Accommodation Letters during their office hours. At this time, you should also give the Volunteer Note-Taker Request Form to your professors, which is included in your packet. You will need to have a conversation with your professors informing them that you receive notes as an accommodation and that you need their assistance with finding a note-taker for their class within two weeks of presenting this form.

2. Once the professor finds a volunteer, the professor should complete the request form and return it to you. You should then return the completed form to the Disability Services Office within 2 business days of receiving the completed form.

3. The earlier you return the completed form to the Disability Services Office, the sooner you will be able to receive your notes.

4. If your professor hasn’t returned the form to you within a week of receiving it from you, contact your professor immediately to understand the nature of the delay. If you do not receive a response from your professor within 48 business hours, please contact the Disability Services Office immediately.

5. If at any time you have concerns about your notes for any of your classes, please inform the Disability Services Office as soon as possible. If you encounter any missing pages, notes lacking quality, or have issues with legibility or timeliness, please inform us. We will contact your note-taker and address your concerns.

6. If you decide to make private arrangements with either your faculty member or a friend, please notify the Disability Services Office of these arrangements. If these private arrangements do not work out, please let the Disability Services Office know as we will gladly assist you in handling the situation and arrange for you to receive your notes through our office.

7. If after attending class, you decide a note-taker isn’t necessary, please indicate this on the Volunteer Note-Taker Request Form and return the form to the Disability Services Office.

8. If at any point in the semester you do not feel that notes are necessary anymore, please inform the Disability Services Office and we will cancel the note-taker service. If notes are not picked up for an extended period of time, this will prompt a need to discuss your accommodation plan with you. This conversation will help us understand how each accommodation is helpful or unnecessary for certain classes.

Disability Services Office Responsibilities

1. Once the Disability Services Office receives the completed Volunteer Note-Taker Request Form, we will contact the volunteer to discuss note-taking procedures. Once you submit the form, please allow us 4 to 5 business days to contact your note-taker and receive your first set of notes, including notes since the first week of classes.

2. The Disability Services Office and the note-taker will agree to a delivery schedule which will be emailed to you. We will monitor how often the volunteer note-taker comes to the Disability Services Office to share their notes. If the volunteer note-taker does not come in as often as agreed, the Disability Services Office will contact the volunteer. If necessary, the note-taker will be replaced.

Student Signature: ______________________ Date: __________

Disability Services Office: ______________________ Date: __________