

**HOBART AND WILLIAM SMITH COLLEGES  
CENTER FOR TEACHING AND LEARNING**

**NOTE-TAKING SERVICES POLICY**

Students with documented disabilities that affect their ability to take class notes may be eligible for note-taking services. Examples of disabilities that may affect note-taking ability include (but are not limited to) learning, hearing, physical, and visual disabilities.

The recommendation for note-taking services is determined by the Center for Teaching and Learning (CTL) staff following review of the documentation of disability submitted by the student. The student is responsible for delivering a letter of accommodation prepared by the CTL staff to professors who teach the courses in which the student is requesting accommodation. Accommodations recommended by the CTL staff are listed in this letter. Students are responsible for providing appropriate professors with a copy of the letter of accommodation in a timely manner, preferably before the beginning of the semester in which accommodation is needed or as soon as the student determines the need for accommodation in the class.

Notes can be supplied to students with disabilities in two ways: 1) Professors can provide the student with copies of their lecture notes, transparencies, etc., or 2) a peer note-taker may be recruited. Either the student with a disability or the professor may recruit the note-taker. If the professor recruits the note-taker, it is important to keep in mind that permission must be obtained from the student with a disability before that student's identity can be disclosed to the note-taker.

There are several ways professors can recruit a note-taker: 1) The professor or the student with a disability may already know a student in the class whom he/she can ask to serve as a note-taker; 2) after observing students for the first couple of days, the professor may have a better idea of a student whom he/she can ask to serve as a note-taker; or 3) the faculty member can make an announcement in class asking for a volunteer. It is important to recruit a note-taker as soon as possible so services can be provided in a timely manner.

When recruiting a note-taker, it may be helpful for the professor to talk about the benefits of becoming a note-taker. Note-takers are paid an hourly wage and can list this experience on a resume. Also, note-takers often say the quality of their notes and their grades improve when serving as a note-taker.

CTL provides notebooks with carbonless paper to note-takers, allowing note-takers to make duplicate copies of their notes. At the end of each class, the note-taker will give the duplicate set of notes to the professor, the department secretary, or the student with a disability. The note-taker should give the notes directly to the student with a disability only if that student has given permission to be identified to the note-taker. If the note-taker is absent from class, the note-taker can arrange for a substitute or can photocopy another student's notes at the CTL.

Students receiving notes are responsible for notifying the professor and CTL if the notes are of poor quality or not supplied on a regular basis. If necessary, a new note-taker may be recruited.

### CONTRACT REQUEST FOR NOTE-TAKING ACCOMMODATIONS

According to my documentation, I am eligible to receive class notes. I understand that I am required to attend class regularly, and that receipt of these notes does not excuse me from active participation in class. If it is found that I am depending on the notes instead of attending and participating in class, the note-taking service will be terminated.

I also understand that these notes are provided to me solely because of my individually determined need, and I will not allow other students to copy or use them. I realize that note-taking is part of the learning process, and giving notes to others disturbs that process. I acknowledge that if I am found giving notes provided by CTL to other students, note-taking services will no longer be available to me.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
CTL Disability Specialist

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