



## AccessAbility Services Notetaking Assistance Request Guideline & Procedure

### *General Guideline:*

Notetaking assistance is determined on a case-by-case basis, based on an individual's documented disability that interferes with their ability to take notes. Students with documented disabilities who require accommodations must identify themselves to AAS and present appropriate documentation. This service is provided as a necessary academic accommodation and is not a replacement for attendance or active class participation. While the law requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed unreasonable or other alternative techniques are available.

When deemed an appropriate accommodation, students are required to submit a New Semester Accommodation Letter Request through Accommodate identifying the course(s) for which they require notetaking assistance. AAS will then generate an electronic accommodation letter for the faculty member. Students are responsible for notifying AAS if suitable arrangements are not made two weeks from their request for accommodation letters. In addition, students are responsible for notifying AAS if notetaking assistance difficulties arise during the semester. Notetakers are required to provide notes within 24 hours after each class. During intersession and summer courses, notes must be submitted the same day by 10pm.

In order to request and be approved for notetaking assistance, a student must provide AAS with documentation regarding their disability and their need for this accommodation. In consultation with the student, the Director of AAS will review the documentation to determine the appropriateness of the accommodation. Students requesting notetaking assistance should contact AAS at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at [aas@wcsu.edu](mailto:aas@wcsu.edu) to discuss this accommodation.

### *Procedure:*

- ❖ If approved for notetaking assistance, students must determine which classes they require notetaking assistance in and submit a **New Semester Accommodation Letter Request** through Accommodate identify the classes for which they require notetaking assistance. **Please note that if notes are available online or from the instructor, notetaking assistance may not be approved.**
- ❖ All students in each requested course will receive an email seeking a qualified notetaker. Qualifications include; good academic standing (cumulative GPA of 2.5 or higher for undergraduates; 3.0 for graduates), registered for at least six credits, regular class attendance, ability to type clear and concise notes within 24 hours of the class and upload them to Accommodate.
- ❖ Once a notetaker has been hired, email notification will be sent to the faculty member identifying the notetaker. **Please note students are responsible for notifying AAS if notes are not provided in a timely manner or if any issues arise.**
- ❖ All notes will be uploaded to AAS' Accommodate Portal for students to access ([wcsu-accommodate.symplicity.com/students](http://wcsu-accommodate.symplicity.com/students))

### *Uploaded Notes:*

- ❖ Unless the student requests other appropriate arrangements, all notes will be uploaded to the AAS Accommodate Portal as a WORD, PDF or scanned file.
- ❖ For notes that are scanned and uploaded to Accommodate, the notes are expected to be clearly written.
- ❖ In some cases, notetakers will be expected to type class notes.
- ❖ Notes are to be submitted within 24 hours after class (intersession and summer class notes must be submitted on the same day by 10pm).

### ***AAS Responsibilities:***

- ❖ Determine reasonable accommodations based upon presented documentation.
- ❖ Create accommodations letters on behalf of the student.
- ❖ Hire qualified notetakers within two weeks of the students Accommodation Letter Request.
  - If a notetaker within the class cannot be found, outreach to the student requesting the accommodation will occur, offering tape recording, or a SmartPen as an alternative accommodation.
  - In addition, all current notetakers will be emailed to see if they would like to take notes in the open class
- ❖ Notify the faculty member each notetaker's name once hired.
- ❖ Resolve issues that arise regarding notetaking assistance.

### ***Faculty Responsibilities:***

- ❖ Discuss with the student the availability of notes on Blackboard or otherwise available.
- ❖ Allow notetaker to take notes on his/her laptop during in-class lectures.
- ❖ If requested, make a general announcement in class that AAS is looking for a qualified notetaker for the course and interested students should go to AAS located in White Hall 005 to inquire about the position. **Please note: to maintain confidentiality do not reveal the name of the student receiving notetaking assistance in your announcement.**

### ***Student Responsibilities:***

- ❖ Request accommodation letters from AAS.
- ❖ Access notes online at [wcsu-accommodate.symplicity.com/students](http://wcsu-accommodate.symplicity.com/students) on a weekly basis and to inform AAS when notes are not being posted in a reasonable amount of time.
- ❖ Discuss with your faculty members the availability of notes and/or PowerPoints directly from the professor. **Please note: if notes are available to the class or from the professor notetaking assistance may not be necessary or approved.**
- ❖ Notify AAS through phone (203-827-8225), TTY (203-837-3235) or via email ([aasnotetaking@wcsu.edu](mailto:aasnotetaking@wcsu.edu)) as soon as possible if class notes are available online or one no longer needs a notetaker, one drops or withdraws from a course with a notetaker, one did not receive notification that a notetaker has been hired, and/or issues related to notetaking assistance arise.
- ❖ If you do not login to Accommodate to access notes for an entire semester, you will be moved to a smart pen for the following semester. Should you have concerns regarding the change of accommodation, you may meet with the Director to discuss.

### ***Notetaker Responsibilities:***

- ❖ Attend a mandatory interview for the notetaking position.
- ❖ Maintain the confidentiality of the student for whom you are taking notes if identity is known.
- ❖ Type and/or scan neatly handwritten notes and upload to AAS Accommodate Portal within 24 hours after each class (for intersession and summer courses, notes must be submitted on the same day by 10pm).
- ❖ Notify AAS regarding the availability of notes online and any cancelled classes, no notes, etc.
- ❖ Arrive to class on time and attend all scheduled classes. If unable to attend a class, obtain a copy of class notes and email within 24 hours after the class.
- ❖ Take neat, complete, and accurate notes during each class.
- ❖ Notify AAS **immediately** if you are unable to continue as a notetaker.
- ❖ Complete payroll time sheets by **the end of day on Wednesday** of each pay period.

Any questions regarding the notetaking assistance request guideline and procedure should be directed to Elisabeth Morel, Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at [morele@wcsu.edu](mailto:morele@wcsu.edu).