**Procedure for Access to Lecture Notes**

1. **Student and professor will discuss during Notification Letter signing how professor will provide lecture notes.**
   
   Options:
   - Provide professor’s personal notes
   - Provide TA created notes
   - Professor will identify another student in the course to provide notes.

2. **A single note taker may provide lecture notes to multiple students with the accommodation of Access to Lecture Notes.** In this situation, a Cybox or Blackboard folder may be the easiest tool for disseminating notes to multiple students.

3. **Once the professor identifies who will create notes, the student and professor will identify a reasonable method (ie. e-mail, Blackboard, Cybox, hand delivery) for providing notes to the student with accommodation in a timely manner (within 48 hours of class).**
   
   Notes may be provided in any convenient format. Options:
   - Handwritten notes may be scanned or photographed, and e-mailed or uploaded.
   - Handwritten notes may be photocopied and hand-delivered. (Free copy services available in SAS).
   - Typed notes may be e-mailed as an attachment or uploaded.

4. **If the student with accommodation has not received copies of lecture notes within 2 weeks of the initial meeting with the professor regarding Access to Lecture Notes, the following steps should be taken:**
   - The student with accommodation should contact the professor directly to let them know that the accommodation is not being met.
   - The professor should follow up with assigned note taker.
   - The professor may need to identify an alternative method for providing the accommodation (ie. identify another student within the course to take notes, or provide instructor created notes).

**Student with Accommodation’s Responsibilities**

1. **Discuss note taking with your professor during the Notification Letter meeting.**

2. **Have an idea how you would like completed notes provided to you.** The easiest method would be for the note-taker to e-mail notes directly to you. If you would prefer to remain anonymous, create a generic e-mail account that may be used for this purpose. (A generic e-mail account may also be used to access Cybox).

3. **Do your best to resolve problems:**
   a. Remind your professor of the accommodation and ask if they have identified a volunteer.
   b. If you notice a problem with the notes that you receive, or if they are not received timely, reach out to your note taker to discuss.
   c. If you are unable to resolve an issue with your note taker or have not received your accommodation within 2 weeks of providing your Notification Letter to your professor, please contact your professor for assistance.
   d. If you are unable to find resolution using the above steps, contact Student Accessibility Services.