Procedure for Access to Lecture Notes

Student and professor will discuss during NL signing whether professor will provide personal notes, notes created by TA, or whether professor will identify another student in the course to provide notes. Professor may identify a student in the course in any way they see fit.

A single note taker may provide lecture notes to multiple students with the accommodation in the class. In this situation, a Cybox folder or blackboard folder might be the easiest tool for disseminating notes to multiple students.

Once the professor identifies who will create notes for the student with the accommodation, the student and professor will identify a reasonable method (ie. E-mail, Canvas, Cybox, hand deliver) for providing notes to the student with accommodation in a timely manner (within 48 hours of class).

1. Notes may be provided in any convenient format.
   a. Handwritten notes may be scanned or a photo taken from a mobile device and e-mailed or uploaded, or they may be photocopied and hand delivered. (Free photocopy services are available at SAS).
   b. Typed notes may be e-mailed as an attachment or uploaded to an agreed upon location.

If you have not received copies of lecture notes within 2 weeks of initially speaking with professor regarding lecture notes, attempt to speak with the professor directly and let them know. They may need to identify an alternative method for providing the accommodation (ie. Identifying another student within the course, providing instructor notes).

Student Responsibilities:

1. Discuss note-taking with professor during NL meeting.
2. Have an idea how you would like the completed notes provided. 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 (a generic e-mail account might also be used for Cybox).
3. Do your best to resolve problems on your own.
   a. Remind professor of the accommodation and ask if s/he has identified a volunteer.
   b. If you notice a problem with the notes that you receive, or they are not timely, reach out to the note-taker to ask.
   c. If you are unable to resolve an issue with your note taker or have not received your accommodation within 2 weeks of providing a notification letter to the professor, please contact your professor for assistance.
   d. If you are unable to resolve using the above steps, notify SAS.