Student Affairs

Note Taker Policy and Procedure

If you are a student registered ANU-Q who has the accommodation of “note-taker” and you would like to request a note-taker in one or more classes, please follow the steps below:

1. Ensure that "note-taker" is listed as an approved accommodation on your Accommodation Agreement. If it is not, and you feel that you may qualify for the service please call ANU-Q at 4454-5073 or email patricia.collins@northwestern.edu to request an appointment.

2. Attend at least two (2) class sessions of each course in which you are considering requesting a note-taker. If your class only meets once each week, please attend one (1) class session before requesting a note-taker from ANU-Q.

3. Fill out the Note-taker Policy and Request Form and return it to ANU-Q.

4. The form can be sent as an e-mail attachment to patricia.collins@northwestern.edu or hand delivered to ANU-Q in the Student Affairs suite.

Student Responsibilities:

1. It is the responsibility of the student to submit all requests in a timely manner. Note-takers are expected to provide notes from the date the original request is made until the end of the term. Like all other accommodations, notes are not provided retroactively.

2. Students are encouraged to use other similar accommodations, like receiving PowerPoints in advance of class and recording class lectures, in conjunction with receiving a copy of notes from a note-taker.

3. Students who receive a note-taker as an accommodation are expected to use the additional notes in conjunction with their own. All students are still responsible for attending and taking notes during class. Students are not to share these notes with anyone else.

4. It is the student's responsibility to inform ANU-Q immediately if their notes are inaccurate, not timely, or if they are no longer required.

Process

After receiving a completed Note-taker Policy and Request Form, ANU-Q takes the following steps to assist in finding a note-taker for the student:

1. An e-mail is sent to all students in the class requesting a volunteer to provide copies of their notes for a student with a disability. The ANU-Q student receiving the notes is not named in the e-mail. Any interested student volunteers are required to submit a sample of notes which are approved by the professor.
2. After five (5) business days, if no students have applied, a second e-mail is sent.
3. Generally, a volunteer is found during this e-mail process, however if not, ANU-Q will reach out to the professor and request that they assist in finding a note-taker.

Note-Taker Policy and Request Form

I, ______________________________________________ understand that I must comply with the following requirements in order to receive note-taking as an accommodation at NU-Q. Prior to completing this form, I must be eligible to use a note-taker, as listed in my accommodation agreement.

1. I have read and understand the note-taking policy and procedures.
2. It is my responsibility to request a note-taker after attending at least two (2) class meetings.
3. I will attend classes, as scheduled. If I miss class, it is my responsibility to obtain notes for the class I missed. Note-takers are not to share their notes for absences not directly related to accommodations I am eligible for, as indicated in my accommodation agreement.
4. I understand all note-takers must complete and submit the Note-Taker Agreement Form.
5. I will be contacted by ANU-Q as soon as a note-taker has been found. I will also be contacted by ANU-Q in a timely manner if a note-taker cannot be found, and at that point informed of my other accommodation options. If I reject the note taker for unsubstantiated reasons, ANU-Q will not be responsible for finding another note taker.
6. I understand that it is my responsibility to communicate to ANU-Q if the notes I receive are unclear, not received within twenty-four (24) hours of the course/program, not appropriate for my needs based on my disability, or if I no longer require the service.
7. Should I choose, I can make myself known to my note-taker and arrange to pick up notes directly from him or her. Otherwise, I may remain anonymous and understand that notes will be available for pickup ANU-Q either electronically or in paper form.
8. I understand that if I do not follow any of these agreements, ANU-Q may suspend these services until a resolution can be reached.
9. I understand that if I do not pick up my notes within two (2) weeks my note-taking services will automatically be suspended and a letter or e-mail will be sent regarding the policy and procedures of receiving the service. The services will remain suspended until I meet with an ANU-Q staff.

By signing, I acknowledge that I have read and understand the above requirements.

Student Signature: ______________________________________________________
Printed Name: ______________________________ Date: __________________________
Student Affairs

Student ID #: ____________________ Email: ________________________________
Phone Number: __________________ Current Term & Year: ___________________

Note-Taker Requests
*When selecting delivery method please indicate one of the following:
1 – Note-taker will deliver notes directly to me (depending on the note-taker this may be in
the form of photocopy or email)
2 – I will pick up notes at ANU-Q
3 – I would like ANU-Q to send them to me in an email attachment.

Class 1
Class & Section __________________________________________(Example: PSY 101-001)
Professor’s Name__________________________________________
Professor’s Email_________________________________________
Class Day & Time__________________________________________
*Delivery Method__________________________________________
(see above)

Class 2
Class & Section __________________________________________(Example: PSY 101-001)
Professor’s Name__________________________________________
Professor’s Email_________________________________________
Class Day & Time__________________________________________
*Delivery Method__________________________________________

Class 3
Class & Section __________________________________________(Example: PSY 101-001)
Professor’s Name__________________________________________
Professor’s Email_________________________________________
Class Day & Time_______________________________

*Delivery Method_____________________________

Class 4
Class & Section ________________________________ (Example: PSY 101-001)

Professor’s Name_____________________________

Professor’s Email_____________________________

Class Day & Time_____________________________

*Delivery Method_____________________________