Note-Taking Procedures

Students with disabilities may be accommodated with note-takers in their classes. Note-taker services are typically provided to students whose disabilities cause problems with manual dexterity, hearing, cognition, or attention. Depending upon the student's disability-related limitations, note-takers serve to either supplement the student's notes or provide notes fully for the student. Note-takers are students enrolled in the same classes as students who use the accommodation. Instructors and Student Disability Services will offer assistance in helping the student locate a note-taker.

- Students who qualify for note-taking assistance must provide Faculty Notification Letters to the instructors. Student also must discuss with instructors the best method of arranging note-taking assistance for their courses.

- Students are responsible for communicating the need for a note-taker to the instructor and SDS office by e-mailing sds@kennesaw.edu as soon as possible so that arrangements can be made in a timely manner.

- If student wishes to partner with a classmate, student must inform the instructor so that the student is designated as the note-taker.

- Instructor identifies one or two volunteer note-takers. Two is ideal in covering instances when one volunteer is absent.

- Instructor must honor the student’s confidentiality, only disclosing the student’s identity to the note-taker, if the student has consented.

- Students will retrieve their notes electronically by logging into Owl Accommodate: owlaccommodate.kennesaw.edu/students.

- Alternatively, note-takers may submit handwritten notes directly to the instructor, who will then forward the hard copy to the student receiving note-taking assistance.

- Students must notify instructors as soon as possible if the note-taker has stopped taking notes or if the notes are illegible.

- Students must notify SDS of any difficulties in arranging classroom note-taking accommodations as early as possible.

I understand and agree to adhere to the procedures for utilizing note-taking assistance. I will contact Student Disability Services as early as possible pertaining to any issues with accessing this accommodation in my classes.

Signature: __________________________________________ Date: _________________