



Student Success Services
Student Disability Services

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
- Should the student and instructor identify a need for a note taker, the student must contact SDS by emailing sds@kennesaw.edu as soon as possible so that arrangements can be made in a timely manner. When emailing please use the subject line: Note Taker Request
- After student requests a note taker, the instructor must identify one or two volunteer note takers. Two is ideal in covering instances when one volunteer is absent.
- The 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 notes electronically by logging into Owl Accommodate: <http://owlaccommdate.kennesaw.edu/students>. Note takers are instructed to post class notes no later than 2 business days after the date of the lecture.
- The instructor and/or student must notify SDS immediately of any difficulties or circumstances that may impede the electronic delivery of class notes via Owl Accommodate. Alternative delivery methods will be considered under special circumstances.
- Students must notify the instructor and SDS as soon as possible if notes have stopped being posted at any point during the semester 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: _____