UNIVERSITY OF MIAMI
Office of Disability Services (ODS)
NOTE TAKER ACCOMMODATION - ROLES AND RESPONSIBILITIES

STUDENT RESPONSIBILITIES

Students who receive the accommodation of shared class notes must abide by the following:

1. The deadline for student to request notes is on the last day to drop from class without a “W” Wed. September 6, 2017.

2. Attendance in class is expected and unless physically unable to do so, students are still expected to take their own class notes.
   - Receiving a shared copy of class notes is not a substitute for attending class. Excessive absences or otherwise abuse of the note-taker accommodation, will jeopardize ODS’ ability to continue to provide this accommodation.
   - Receiving a shared copy of class notes is a supplement to a student’s own notes. It is in the student’s best interest to take notes during class as this will help to improve retention and organization of class material.

3. Tape-record class lectures.
   - Permission from your instructor must be obtained in advance. If you do not have an audio recorder, contact ODS for rental policies and acquirement.

   You are strongly encouraged to participate in a Camner Center note-taking workshop designed to improve your note-taking skills specifically for the college classroom.

5. It is the student’s responsibility to notify ODS immediately when notes are not received.
   Please be aware that:
   a. Notes are usually not available for the first two weeks of classes.
   b. Notify ODS immediately should you drop/add a course.
   c. Notify ODS immediately when you do not receive notes on a weekly basis after a note-taker has been acquired.

   ➢ All Note-taking policies and procedures can be found on our website at: www.camnercenter.miami.edu

FACULTY RESPONSIBILITIES

The faculty is made aware of the student’s note-taker accommodation through “Letters to Professors.” If ODS is having difficulty locating a note-taker, the student will be informed and we will enlist the help of the professor/instructor in identifying a potential a note-taker.

I acknowledge that I have received a copy of the Office of Disability Services Note taker Accommodation Roles and Responsibilities form. I further acknowledge that I have read and understand these guidelines. I will abide by these guidelines and inform ODS in advance of any circumstances that may cause a deviation from them.

_________________________    ________________________ __________________
Print Student Name  Student Signature                              Date