

UNIVERSITY OF MIAMI
Office of Disability Services NOTETAKING POLICIES

STUDENT RESPONSIBILITIES

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

- **The deadline for students to request notes is on the last day to drop a class without a “W”.**

- **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.

- **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.

- **Note-taking workshop:**

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.

- **It is the student’s responsibility to notify ODS immediately when notes are not received.**

Please be aware that:

 - Notes can be viewed on Accommodate under the ‘Note-Taker Network’ tab.
 - Notes are usually not available for the first two weeks of classes.
 - Notify ODS immediately should you drop/add a course.
 - 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 “Professor Memo.” 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