



UNIVERSITY OF MISSISSIPPI STUDENT DISABILITY SERVICES

Policy for Obtaining a Peer Note taker or Course Notes

Purpose

The purpose of this policy is to provide information about the Note Taking Program established by Student Disability Services students who have a physical or learning disability that impacts the ability to take thorough notes in classes and lectures.

The Law

Section 504 of the Rehabilitation Act mandates that “no otherwise qualified individual with a disability shall, by reason of that disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” It is, therefore, the responsibility of the University of Mississippi to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities.

Policy

The Note Taking program is designed to ensure that barriers to lecture acquisition do not prevent students from engagement with verbally presented lecture content. The University of Mississippi is committed to providing an efficient note-taker system that relies on self-advocacy and facilitated interactions with instructors and professors. It is the responsibility of the instructor to ensure all accommodations are being provided in a timely manner. Instructors will be notified of the request via email from a staff member in SDS, and/or through an Instructor Notification Form given by the student requesting the accommodation.

Students may submit requests for academic accommodations at any points during the semester; however, it is encouraged that students make their request early in the academic semester.

Procedure for Requesting a Note taker

1. The student must be approved through SDS before receiving this academic accommodation.
2. Upon approval, the student will decide if s/he wants to independently recruit a note taker or rely on the assistance of instructors and SDS.
3. The student will provide the instructor with an Instructor Notification Form that outlines all approved accommodations. The letter will specifically list “Assistance Recruiting a Volunteer Note taker” under the section titled Classroom Accommodations.
4. Announcements or emails send to the class requesting a note taker should be done in a timely manner. When making announcements or sending emails requesting a volunteer note taker, instructors must not disclose the name of the student requesting the accommodations.

5. The student requesting a note taker may choose to employ the assistance of SDS to help locate a note taker. If so, SDS will send an email to the instructor indicating the class and section in which a note taker is needed. It is the instructor's responsibility to assist the student in securing a volunteer note taker. If a note taker is not found within a reasonable time period, SDS may be contacted to provide assistance to the instructor recruiting a note taker.
6. SDS will contact the Chair or Director of the instructor's department if a note taker is not found within a reasonable time period so further assistance may be provided to the instructor and to the requesting student.
7. It is the responsibility of the student requesting note taking services to notify SDS if a note taker is no longer needed in a class. It is also the student's responsibility to notify SDS if a note taker fails to provide notes within a timely manner. If the student is no longer in need of services, no further action will be needed, and SDS records will be updated to reflect the change in request.

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