



The University of Akron
OHIO's POLYTECHNIC UNIVERSITY
Wayne College

Office of Accessibility
Smucker Learning Center, B-112
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New Note-taking Procedures at The University of Akron Wayne College

Pursuant to the Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA) of 1990, The University of Akron does not discriminate against any student because of a disability and does not exclude any qualified student with a disability from participation in or from receiving the benefits of the services, programs, or activities of the University.

The note-taking accommodation involves a peer note-taking system designed to provide class notes to students with a documented disability. Note-takers are students generally enrolled in the same class as the student requesting note-taking services. Following course registration, students requesting the note-taking accommodation will utilize the Office of Accessibility's online accommodation system, [STARS](#), to select the course(s) in which a note-taker is needed. Instructors will then receive two separate emails: one containing a note-taker memo with Guidelines for Securing Note-Takers and the other an accommodation letter. Students are encouraged to ask the instructor to read the memo explaining the note-taker position. A peer interested in the note-taker position can either sign up through STARS or in person by visiting the Office of Accessibility located in The Smucker Learning Center. A note-taker applicant will be hired if all the employment criteria are met.

For questions or concerns regarding note-taking accommodations, please contact:

Current Note-taker Coordinator:

Cortney Crew, BSW
Office of Counseling and Accessibility Services, A-128
330-684-8954
wc-adaga@uakron.edu

Disability Specialist & Service Coordinator:

Julie Hartzler, BASW, MS, LSW
Office of Counseling and Accessibility Services, B-112
330-684-8923
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Provided that each student completes his/her responsibilities as noted below, the Office of Accessibility will make every attempt to assign a note-taker in a timely manner and within two (2) weeks from approval of the note-taking accommodation. Where note-taker services are approved prior to the beginning of a semester, all attempts to secure a note-taker will be made within two (2) weeks from the first day of class.

Steps:

1. Student is approved for the note-taker accommodation by the Disability Specialist. To learn more about this process, visit our website [here](#).
2. Students request accommodation letters each semester through STARS. Instructors will receive the Instructor Guidelines for Securing Note-takers. Note-takers are required to obtain and submit to the Office of Accessibility a signed copy of the Instructor Verification Form with a set of approved notes attached within two week of being hired.
3. The accommodation letters and announcement memos are emailed to instructors. Instructors will read the request aloud to the class. Interested students in the class will register for the note-taking position through STARS. Additionally, as soon as requests for accommodations come into the office, OA staff will work to recruit eligible note-takers in classes prior to the semester start date by contacting and communicating with students registered for those classes.
4. Note-takers' qualifications will be verified and the note-taker will be hired after successful completion of note-taker training and submission of a signed copy of the Instructor Verification form with approved notes attached. The note-taker must complete training and submit the form within two weeks of their note-taking assignment date. If the student requesting note-taking services wishes to remain confidential, notes may be uploaded into the STARS system or picked up in the Office of Accessibility.

Note-taker No Shows:

1. If a note-taker does not report to class, the eligible student will notify the Disability Specialist.
2. In the absence of the note-taker, the student receiving notes should utilize their tape recorder accommodation. One of the purposes of the tape recorder accommodation is for it to be utilized as a backup if a note-taker is absent.
3. A tape recorder can be checked out from the Office of Accessibility at the beginning of the semester and kept for the whole semester. The tape recorder must be returned by the end of the final exam period each semester for maintenance purposes. There is an existing Equipment Loan policy that students follow when checking out equipment from the Office of Accessibility.
4. If the note-taker is absent for two or more consecutive classes the student must notify the instructor and the Disability Specialist. The note-taker will be contacted by the Disability Specialist or note-taker coordinator to determine whether a replacement note-taker is needed.
5. In those situations where an approved note-taker is unable to continue, the following four options will be reviewed with the student and the student's Disability Specialist in order to determine the appropriate fit for the student's accommodation needs:
 - The student will utilize their tape recorder for the remainder of the semester.
 - Instructors will be asked to provide a comprehensive copy of their notes.
 - A temporary note-taker will be assigned to the class including instructor referrals.
 - A new note-taker will be assigned to the class and be required to complete the hiring process as outlined above.

The note-taking accommodation is individualized to the students' needs. In some cases, copies of professor power points and notes could be the most appropriate and effective option for the student. However, the note-taker service is generally the first and preferred option and other services should only be utilized on a short-term basis or when a student specifically requests alternative services and such services are appropriate and available.

Student Responsibility

- Request the course(s) needing a note-taker through STARS prior to the start of classes.
- By the end of the first week of classes, students must determine for which classes a note-taker is still desired. While a student remains eligible for note-takers, many students find that there are some classes they either don't need or want a note-taker. Throughout the process, Accessibility Services will continue to reach out to students to determine continuing need for note-takers. Accessibility Services will reach out to the student at least twice by the end of the first week of the semester if a note-taker has not yet been secured. If the student has not contacted the office by the end of the second week, Accessibility Services will assume that the student is not interested in this accommodation for the semester.
- If students no longer require a note-taker for their services, they must notify Accessibility Services by the second week of the semester. If a note-taker is not required, students must update the accommodation request for each class in STARS.
- A student who wishes to obtain a note-taker beyond the sixth week of the semester is required to meet with his or her disability specialist to review and discuss this request.
- If note-takers upload the notes to STARS, students will need to download notes for use.
- Students must attend class to receive notes for that day, unless the student is prevented from attending due to genuine personal or health reasons.
- Students receiving notes are responsible for notifying the OA if the notes they receive are inadequate or not supplied on a regular basis. You know your notes are adequate when:
 - They are legible.
 - They include important information from lectures.
 - They include information that was written on the board.
 - They include information on homework assignments.

*Students will have the ability to evaluate note-takers through STARS at the semester's end.

Additional Note-taker (NT) Coordinator and Accessibility Services Responsibilities:

- The NT coordinator will email all students who do not have note-takers secured in weeks 1 and 2 of the semester.
- Accessibility Services and the NT coordinator will ensure an adequate number of trained note-takers.
- Note-takers will all undergo mandatory training.
- Accessibility Services has established a pool of trained note takers through the student employment office which will be utilized to assist in identifying note-takers for unassigned students.
- Accessibility Services staff will begin identifying eligible note-takers much earlier in the process several weeks before the semester begins through earlier access to class rosters.
- Accessibility Services will increase advertisement for eligible note-takers across campus.

***All students must read and accept the STARS Note-taker Contract prior to becoming a note-taker**