

Note Taking Assistance Accommodation Procedure

Each semester, students are required to complete accommodation letters in a timely manner to inform the instructor of the accommodations they wish to utilize in their course. Upon delivery of the letter, students are encouraged to speak with the instructor about how accommodations will be implemented.

How to Request a Note Taker

Students who are approved for note taking assistance must request note takers for their courses when they meet with a staff member to complete accommodation letters at the start of the semester.

After note takers are requested, the Disability Services Office will contact the other students enrolled in the course to request a note taker. Instructors are also encouraged to make an announcement that a note taker has been requested and that interested individuals should contact Disability Services. The name of the student who is receiving the notes should remain confidential at all times.

The office hires and trains note takers typically within the first few weeks of the semester to ensure students may begin receiving notes in a timely manner.

Note takers submit the class notes directly to the Disability Services Office. Notes may either be handwritten or typed, with typed notes being the preferred method.

When notes are submitted to the office, a Disability Services staff member forwards the notes to the student approved for the accommodation via their Simmons email account. The office manages the notes to maintain the confidentiality of both the student and the note taker.

Note takers are responsible for submitting notes to the Disability Services Office at least one time per week, though, it is strongly encouraged that they submit them within 24-48 hours of the class.

Important Information

- Note taking assistance is intended for a student's personal study use only and is not to be shared with other individuals.
- This accommodation is not considered a substitute for a student taking their own set of notes.
- Students are responsible for notifying the Disability Services Office if they do not receive notes in a timely manner or if they have any questions or concerns.
- Students must contact the Disability Services Office if they withdraw from the course.

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