

BC Note-Taking Assistance Accommodation Guidelines

Some students with a documented disability may request note-taking assistance as a reasonable accommodation for their disability. Professors and students should discuss and select the option(s) best suited for the course content and learning needs of the student. The following criteria must be met in order to obtain this accommodation:

- The student must be approved for the accommodation of note-taking assistance. The student and professor should discuss the best means for note-taking assistance to occur and meet the student's needs within their classroom.
- The student must attend class regularly. Having note-taking assistance is not a substitute for regular class attendance.
- Students who utilize note takers must pick up prepared notes in a timely manner and may not copy or distribute these notes for other students.

Students may use the following independent strategies:

- Students may use a personal technology device to record lectures. Students should notify the instructor in advance of the presence of recording technology and ensure permission.
- Students may utilize a laptop for recording or typing their own notes.
- Students may exchange notes with other students in their class.

Professors may assist students by use of the following strategies:

- Instructors may provide access to their notes prior to class, PowerPoint presentations, overheads, handouts, etc.
- Work with OSADS to identify another student in their class for a copy of their notes and to serve as a note-taker for the student.
- Arrange for the class to create shared class notes that may be accessed by anyone online
- Utilize other strategies in [Using Google Docs-Universal Design Ideas for Faculty](#).

OSADS may also help to facilitate a note-taker for a particular class by:

- Consulting with both the student and with a professor about the most appropriate and effective means in which to undertake the note-taking process within the classroom.
- Consulting with the instructor in identifying a suitable note taker for the course.