

Policy and Procedures for Obtaining Note taking Services through Penn State's Office for Disability Services at University Park

The Office for Disability Services at University Park provides note taking support services as an academic adjustment for students with documented disabilities. Note taking services are not to be used as a substitute for attending class and do not lessen the student's academic responsibilities.

A. Student Responsibilities in Obtaining Note taking Services:

In order to receive note taking services for a course or courses, the student **must**:

1. Officially register with ODS and have a documented disability that requires note taking as a reasonable academic adjustment supported by the documentation.
2. Meet with their Disability Specialist from ODS each semester and have approval for note taking as an academic adjustment for that semester.
3. Complete and submit the Note taking Request Form.
4. Follow ODS procedures for obtaining note taking services listed below.

B. Procedures for Requesting Note Taking Services:

1. Each semester that note taking services are needed, the student must complete the NOTE TAKING REQUEST FORM and submit the form to ODS.
2. A completed NOTE TAKING REQUEST FORM may be submitted by:
 - a. Delivering the form to ODS, 116 Boucke Building.
 - b. Faxing the form to ODS at 814-863-3217.
3. When a completed NOTE TAKING REQUEST FORM is received by ODS, instructors will be contacted to determine if note taking services are warranted or needed for the course such as:
 - a. In certain cases due to the nature of the course, notes are not necessary.
 - b. A course pack may be available which contains all of the notes for the course.
 - c. Notes are available on-line, through Angel, or by other means.
4. If notes are not available through other means as stated above, ODS will:
 - Determine if Nittany Notes are available for the requested courses. If available, ODS will contact Nittany Notes to submit an authorization for notes. The student will be notified by ODS to pick up Nittany Notes at the Nittany Notes office.

- If Nittany Notes are not available, the instructor will be contacted by ODS and asked to send an e-mail to the class members stating that The Office for Disability Services is looking for a note taker for the course.

5. Students should notify ODS when:

- The student has determined that note taking services are not needed for a particular course.
- The student has dropped/withdrawn from a course that notes were requested.
- The student has added a new course and notes are needed (student must fill out a new NOTE TAKING REQUEST FORM).
- Student has not received notes requested in a reasonable amount of time.

C. Note takers and Notes Distribution:

- Prospective note takers must have at least a 3.2 overall GPA. Eligible note takers will be interviewed by ODS and a qualified note taker will be hired. ODS will make every effort to complete this process in a timely manner.
- Once hired, the note taker will forward class notes via e-mail directly to ODS within 24 hours after each class.
- ODS will forward class notes via e-mail to the student within 24 business hours of receiving class notes from the note taker.