

The University of Tampa Note Taker Accommodation Process and Policy

Process Detail

Student Accessibility Services uses a digital notetaking system to fulfill notetaker requests. Implementation of the notetaking accommodation is handled through the Testing Center. Notetaking Express allows the student to record the lecture and send it to Notetaking Express where they listen to it, take notes on it, and send it back to the student within a day. For all students who need notetakers, this is the primary way in which we fulfill notetaking requests.

When a student who has been approved for notetaking submits their request for a letter of accommodation, a request for notetaking automatically gets sent to the Testing Center, recordings on a

Alternatives to Notetaking Express:

If a student who has been approved for the note taker accommodation has a disability related concern as to why Notetaking Express will not fulfill their accommodation needs, Student Accessibility Services will work to find them a volunteer notetaker.

To find a volunteer notetaker, Student Accessibility Services will reach out to the class, via email, and ask for a volunteer note taker. The email goes directly to the Spartan email accounts of students on the class roster.

Based on this email recruitment, Student Accessibility Services will select a note taker and provide them instructions on the responsibilities involved. Note takers are selected based on factors such as:

- GPA (all note takers must be in good academic standing)
- Major
- Previous experience
- Class standing (first -year, sophomore, junior, senior)
- Handwriting or willingness to type notes

Note taker responsibilities, which are indicated in the recruitment email, are as follows:

- Note takers must submit effective and complete notes via Accommodate's Note-

download their notes from the Note-Taker Network on Accommodate unless Student Accessibility Services has made an alternate arrangement. On occasion, note takers may submit their notes directly to the accommodated student if the accommodated student so chooses and this is approved by Student Accessibility Services. It is the accommodated student's responsibility to let Student Accessibility Services know in a timely manner if their note taker is not performing their duties, or if there are issues with the quality of notes submitted by the note taker.

Unsatisfactory Note Taker

Q1 ~~What if a volunteer note taker is not performing their responsibilities at a satisfactory level,~~