

Agreement for Note Taking Services

I agree to the following terms for receiving note taking services in my classes as noted on my *Accommodation Plan*.

- I will attend and fully participate in class each scheduled class period. If I miss class, the notes for that class will be left in Lori Musser's office. Notes will be given to me if I have missed class for a legitimate reason. Reasons may include:
 - serious illness – note from the Health Center or doctor's office
 - death in the immediate family
 - class absence due to disability
- I understand that after three consecutive, unexplained absences in a class of less than three hours (i.e. a class that meets two or three times a week for 50 minutes or 1 hour and 15 minutes) or two consecutive unexplained absences in a class of three hours or more (i.e. a class that meets once a week for three hours), note taking services will be suspended until the situation has been discussed with Lori Musser.
 - Unexplained absences are understood to mean that the student did not attend class and did not notify Lori Musser at least 24 hours in advance.
 - Continuing problems with unexplained absences will be dealt with on an individual basis and may result in a suspension of services.
- I understand that if my note taker is not able to be in class the Student Success Center will attempt to find a substitute note taker. If a substitute is not available, the Student Success Center will provide me with a tape player and cassette tapes to record the lecture. If I want the lecture converted to written notes I can leave the tapes at the Student Success Center. The notes will be available within one week from the class.
- Notes for the class will either be on carbonless paper, photocopied or original notes.
- I will participate in evaluations of my note taker throughout the semester.
- If there is a problem with the notes, I will first talk with the note taker and ask for changes. If the problem persists, I will discuss the situation with Lori Musser.

Student Signature

Date

This document is available in alternative formats upon request. Please contact Glenda O'Dell in the Student Success Center at 659-3725.