

UNIVERSITY OF MISSOURI-ST. LOUIS

Disability Access Services (DAS)

Note Taking Accommodation Policy

The Office of Disability Access Services (DAS) grants the accommodation of note taking for students who have a documented disability that requires this service. This accommodation is in cooperation with each professor, instructor, or teaching assistant.

The University of Missouri – St. Louis utilizes a volunteer note taking system. It is the responsibility of the instructor to assist the student in obtaining a volunteer note taker in the class, or provide notes in an alternate format to the student to meet this need.

Although a student may have received an accommodation of “volunteer note taker”, the student is able to determine which if any courses to utilize this accommodation.

Under specific conditions, a “volunteer note taker” may not be deemed the most effective form of the note taking accommodation. The DAS office will determine if a student’s accommodation can best be met by an assigned student worker under DAS instruction and guidance.

Having a volunteer note taker or a DAS student worker is not a substitution for being present in class, and attending to lectures/labs. Students should continue to be engaged in the classroom environment in order to benefit fully from the course.

Important Reminder

When choosing to utilize accommodations, the student must make an appointment with each instructor preferably during the instructor’s designated office hours to discuss accommodations needed. If the student does not meet this requirement, then he/she will risk not having some or all of the accommodations provided in a timely manner.

Volunteer Note Taking Process

- The student will discuss his/her need for note taking accommodations with the course instructor and will work in conjunction with the instructor to identify a volunteer note taker within the classroom. If

the instructor needs guidance on this process he/she should contact the Disability Access Services office or visit the UMSL DAS webpage.

- Once a volunteer note taker has been identified, the student and instructor can arrange for notes to be shared in manner that is agreeable to the student and ensures the protection of the student's right to confidentiality and privacy.
- If a volunteer note taker has not been designated within two weeks of solicitation, the student should contact the Disability Access Services office to help resolve the situation.

Students With Specific Note Taking Needs

- A student may present with specific note taking needs that require greater work and effort on the part of the note taker. Under certain circumstances and for certain conditions a DAS student worker will be assigned as a note taker for the student. DAS reserves the right to identify this need, and will make the determination of said assigned student worker.
 - A DAS student worker is subject to availability. Even if a student has been identified as requiring specific note taking needs, student workers may not be available during a particular course time. If a student worker is not available, the DAS office will work with the student and course instructor to assist in gaining a volunteer note taker willing to provide the required assistance and/or recruit for additional student workers for that course.
- Should the student have any questions and/or concerns regarding the note taking accommodation and/or arrangements, the student should contact the DAS office.