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**WKU SARC Note Taker Policies and Procedures**

**EXPECTATIONS & RESPONSIBILITIES**

**Identifying a Note Taker**

* Present your Faculty Notification Letter (FNL) to your Instructors. Have a conversation about your accommodations and state your intentions to utilize your note taker accommodation. Obtain a signature from your Instructor and return the signed FNL to the SARC.
* It is your responsibility to work in partnership with your Classmates, Course Instructors and/or SARC to seek out a peer Note Taker for your classes.
* Identify a potential classmate and ask that classmate to share notes with you. Send that student to the SARC for training.
* Ask your Instructors for assistance in identifying a potential Note Taker. Then ask that classmate to share notes with you. Send that student to the SARC for training.
* The SARC cannot guarantee that a class Note Taker will be identified and secured. If a Note Taker is not available within 7 days of your initial request, it is your responsibility to contact the SARC and plan an alternative way to obtain notes for your classes.
* If you add a class, a "*Note Taker Change of Request*" form must be submitted in order for the SARC to assist you with locating an additional Note Taker for the new class.

**Communication**

* Exchange names, email addresses, cell phone numbers (optional) with your Note Taker.
* Check your e-mail regularly and respond to communication from the Note Taker or the SARC immediately.
* Communicate and coordinate with the Note Taker in advance about your preferred way to receive notes (via e-mail or in person) and the preferred format (typed, hand written or carbon copy).
* Sit next to the Note Taker when possible (optional).
* Provide feedback on the quality of your notes and communicate your expectations.
* If you have any issues or problems communicating with the Note Taker and it cannot be resolved on your own, contact the SARC for assistance.

**Receiving Notes**

* The Note Taker is expected to provide clear, organized and detailed notes to you within 24 hours after the class, unless otherwise agreed.
* You are expected to meet the Note Taker at the mutually agreed time and place to receive the notes from class if you have agreed to receive notes in person.
* The SARC will allow the Note Taker to make copies of the notes in our office free of charge.
* Some Instructors will allow the Note Taker to make copies of the notes in the department where the class is held. Speak with your Instructor ahead of time to obtain permission.
* When requested, the SARC can provide carbon free copy paper to your Note Taker. Give the paper to your Note Taker. You should receive the original/top copy.
* The Note taker can also scan or e-mail the typed or written notes to your WKU e-mail address.
* If the Note Taker is absent from class, they are responsible for securing a substitute notes and making arrangements to get the notes delivered to you.
* You are expected to notify the SARC if the Note Taker is not providing quality notes or not delivering notes in a timely manner.

**Attendance & Class Participation**

* The Note Taker and the Student receiving notes will attend class regularly, come prepared, fully participate in the class meetings and refrain from using electronic devices for unrelated activities during class.
* The Note Taker and the Student receiving notes will communicate in advance when an absences anticipated. Do not ask or for notes if you are absent from class.
* If a prolonged absence occurs, the SARC must be notified immediately to determine if alternative arrangements should be arranged.
* The Student receiving notes will notify the SARC if the Note Taker is excessively tardy/absent.
* The Note Taker and the Student receiving notes must notify SARC in writing within 5 days if the class is dropped.

**For More Information Please Contact Us**

Student Accessibility Resource Center

Downing Student Union, First Floor, 1074

Phone: 270-745-5004        Fax: 270-745-6289

**sarc.notetaking@wku.edu**