



Notetaking & Recording Policy
Alpha Scholars Program
Abilene Christian University



Copies of Teachers Notes/Assistance in Notetaking:

Notetaking assistance is a common accommodation used by students with a variety of disabilities, such as visual impairments, hearing impairments, writing impairments, or processing auditory information in an efficient manner. Depending on the content and format of a class, a variety of different accommodations (or combination of accommodations) can be applied to assist the student with a disability.

The student is responsible to learn independently, and to demonstrate mastery of material independently. A student with a disability may, however, require assistance in capturing outlines and lectures in written format. The following guidelines may be apropos...

1. Copies of Powerpoints/Overheads – May instructors post outlines or presentation slides on course websites. If these are detailed enough to summarize the lecture content (and in an accessible format), a student may not need additional notetaking assistance.
2. Digital Photographs of Displayed Material – Instructors may prefer to allow students needing assistance to take digital photographs of screens, blackboards, or whiteboards.
3. Copies of Teachers Notes – Instructors may, at their discretion, choose to share their personal lecture notes or lecture outline as a notetaking assistance tool. It is not reasonable for a student to demand these notes – it is, however, reasonable for a student to request them.
4. Copies of Notes from Another Student – When presentation outlines are not available or much of the information discussed is verbal, a copy of another student's notes may be needed as an accommodation.
 - a. The student may know another student in the course and arrange to get copies of those notes.
 - b. The student may request that the instructor request whether a student would be willing to share notes with a student that needs assistance
 - c. If the instructor is not able to find a volunteer, she/he should contact Alpha to arrange for a tutor or volunteer to attend class to take notes

Recorded Lectures:

Under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide auxiliary aids and services to students with documented disabilities and not deny equal access to the institution's programs, courses and activities. For a variety of reasons, some students are not able to take adequate notes during class. Audio recorders are a legitimate auxiliary aid to supplement or substitute note taking for some students with disabilities.

Student's should seek the permission of their instructor before using any recording devices to record lectures, discussions, etc. If such permission is granted, neither the resulting recordings nor any form of copies or transcripts of the recordings may be used for any other purpose than as a replacement for notes taken in class. Students who share recordings (or post recordings online) are in violation of the academic integrity provision of the Student Code of Conduct, and may face sanctions up to and including dismissal from the university.

Permission to make recordings will not be withheld if such recordings are reasonably necessary to accommodate a student's disability as defined by law.

A note about classes that involve self-disclosure from students:

In some cases, instructors may object to the use of an audio-recording device in classes (or portions of classes) that involve personal discussion and self-disclosure by students, fearing that audio recorders will inhibit the free exchange of information and potentially violate students' right to privacy. However, because the use of a recording device is necessary as a substitute for note-taking by the accommodated student, it would be unfair to require the accommodated student to stop recording while allowing other students to continue taking notes. Therefore:

- At the discretion of the instructor both note-taking and audio-recording may be prohibited during classes or portions of classes which involve personal discussion and self-disclosure.
- As an alternative in such cases, the accommodated student may need to be provided with copies of notes made by a designated note taker. Such notes should refer only to principles, theories, and techniques demonstrated within the context of those discussions, and not to specific content or personal details that may have been shared in such a forum.