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**Notetaking Policy**

Students interested in receiving notetaking services as an accommodation to mitigate the effects their disability has on their ability to obtain lecture notes, must first provide documentation of their disability and need for requested services to the Office of Disability Services (ODS). The Office of Disability Services will review the student's documentation and in consultation with the student, determine whether notetaking services would be an appropriate accommodation. (Other service options may be determined to be more effective or appropriate depending upon students documented needs.) If you are eligible to receive notetaking services, ODS will recruit student notetakers from your classes to provide copies of their class notes. See below for the detailed process.

In an effort to provide greater efficiency and student accountability for the notetaking service, guidelines have been established that you, as the student requesting the notes, are obligated to follow:

1. Attend all of your courses to determine if notes and/or PowerPoint slides will be available to the class (please be aware, if comprehensive lecture information is available prior to each lecture, notetaking services may not be provided).
2. Request notes for each class by logging in to the Access ODS “Course Notes” online portal at <https://accessods.mu.edu/clockwork/user/notetakingstudents/default.aspx> and selecting “I require a note taker” next to each relevant course. You will not be able to receive notes if you don’t complete this step.

NOTE: Notes for lab, discussion, and quiz sections are generally not appropriate or necessary to request, as the information presented in these sections is often captured in the lecture notes. Requests for notes in these sections will typically not be filled; please contact ODS if you would like us to consider an uncommon situation.

1. Download notes at least once per week, every week. If notes are not downloaded consistently, we will assume notes are not needed and will be discontinued after a warning from ODS staff. If the student wants notetaking reinstated, the student will need to meet with ODS to determine whether there is a continued need for the service for the remainder of the semester.
2. If notes are not satisfactory, the student must notify the department by emailing ODS@marquette.edu about their concern. Please see the FAQ page for more details.
3. Cancel requests for notes in Access ODS if notes are no longer needed for any class.

Please note:

* This service does not diminish student recipient’s responsibility of taking his or her own notes.
* We cannot guarantee notes will be provided if request is made within the last 3 weeks of the semester.
* In situations where ODS is unable to secure a willing notetaker in a class, alternative accommodations will be explored with the student.
* I have read and understand the Notetaking Policy outlined above and agree to comply.