



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
DIVISION OF STUDENT AFFAIRS

**Disability Resource Programs**

**Effective Date:** Office Use Only>

**Page:** 1 of 2

**Procedure on Note-Taking Services**

**Intent:** To provide services to students whose documented disability makes note-taking in class difficult or impossible.

**Background:** CSU Coded Memo AA 2002-35; CSU Executive Order No. 926; Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, Americans with Disabilities Act of 1990 (ADA); the California Fair Employment and Housing Act (FEHA); Telecommunications Act of 1996; California Senate Bill 302; California Assembly Bill 2222; California Assembly Bill 422; CSUCI Policy FA.31.002 (Policy on Persons with Protected Disabilities).

**Accountability:** Vice President for Student Affairs, Director of Access, Orientation, and Transition Programs, Associate Director of Access, Orientation, and Transition Programs, and Disabilities Counselor

**Applicability:** Students enrolled full or part time at California State University Channel Islands (CSUCI) or programs administered through CSUCI Extended Education.

**Definition<sup>^</sup>):**

**Note-taker:** Person who takes classroom notes for someone else.

Attachments): Note-Taker Memorandum  
Contract for Stipend Notes  
Information Sheet for Stipend Notes  
Invoice  
Verification of Notes


**Procedure:**

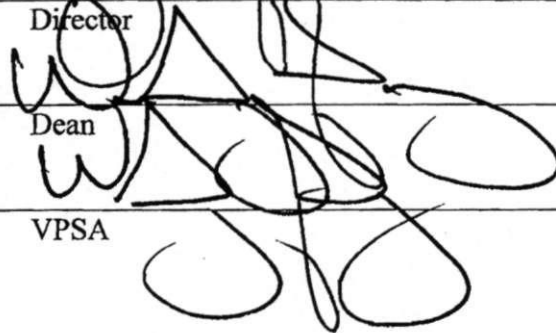
1. In respect of confidentiality concerns, if the student chooses to remain anonymous to the note-taker, Disability Resource Programs (DRP) or the faculty member will obtain a student note-taker, and the student requesting the service shall retrieve their notes from the Educational Access Center (EAC).
2. When possible, students are encouraged to identify a student in class to provide them with notes.
3. Note-takers may also be identified by the faculty member after the faculty member announces to the class that a note-taker is needed.
4. Note-takers are required to keep their services confidential in regards to whom the notes are for and why the service is necessary.

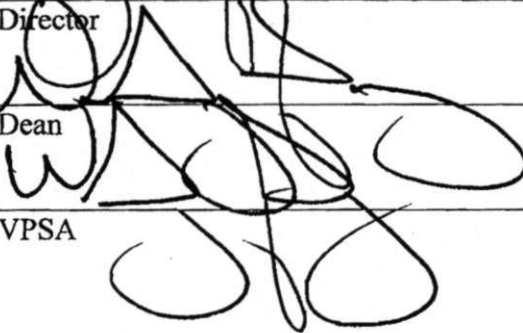
5. DRP provides lined sets of non-carbon required (NCR) paper, allowing a student to simultaneously take notes and make copies. However, this is not a requirement. A note-taker may photocopy the original notes if this is his/her preference.
6. At the end of the lecture, the sheets are separated and each person keeps a copy or a copy can be dropped off at the EAC at least 24 hours after the end of instruction.
7. The student who is taking the notes is eligible to register with DRP to receive a stipend of \$15 per unit, per class, at the end of the semester.
8. In order for note-takers to receive financial compensation, the student obtaining notes must complete and sign a confirmation of services for each class prior to the end of finals week.
9. A student receiving notes must sign that his/her notes have been received prior to the last day of finals week of the semester in which the notes were given.
10. Once a student has established eligibility for note-taking services, he or she must request the service each semester and for each class that he/she needs the note-taking service.
11. The note-taker must complete DRP paperwork that must be submitted to the EAC at least ten (10) days before the end of the semester. Included in this paperwork is a form that must be signed by the student *receiving* notes verifying that the notes were provided to him/her.

*Use of a stipend note-taker is not intended to replace the need to attend class. Class notes will not be provided for days that a student does not attend class.*

Author: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Date: 09.16.08  
 Director

Approved:  Date: 9/19/08  
 Dean

Approved:  Date: 9/19/08  
 VPSA