

Note Taking Policy

Note Taking is an accommodation for students whose disabilities clearly impact their ability to process and record course content. Note taking will not be implemented for a student unless Student Accessibility Services (SAS) has disability-related documentation that strongly supports the need in relation to the disabilities below:

- Physical/mobility limitations
- Hearing and/or vision
- Executive function, attention, and/or processing speed
- Auditory, short term and/or working memory
- Oral language and/or phonological processing

The following criteria must also be met in relation to the above disabilities:

1. Individuals with physical or mobility disabilities are required to provide documentation confirming how their condition impacts their ability to take effective notes.
2. Students with hearing or vision disabilities must submit documentation from a qualified professional (e.g., audiologist or optometrist) detailing how their disability affects their note-taking abilities.
3. Below average ability to maintain sustained attention, prioritizing and organization of information, and/or interpreting and processing incoming information.
4. Below average ability to retain, recall, and process oral information.
5. Below average ability to comprehend oral and written information which impacts written expression.

Eligibility for note taking support is based on the type of disability and severity of associated criteria.

Overview of the Note Taking Accommodation

Computerized note taking software is a complement to the notes students take during lectures and readings. That means students are required to take supplementary notes to support active engagement and enhance learning. Computerized note taking is a software that captures, summarizes, and generates notes, flash cards, and transcripts from course content.

Students are required to adhere to the terms outlined in the *Student Responsibilities for Note Taking Services* agreement. This agreement stipulates that students must respect any instructions from faculty to cease recording in order to protect privacy or facilitate the discussion of sensitive material. Captured materials are strictly for personal academic use and are protected under copyright legislation; they may not be shared, published, or quoted without the explicit consent of the faculty, who must be appropriately credited. Any breach of

these conditions constitutes a violation of Nipissing University's *Student Code of Rights and Responsibilities* and may result in disciplinary action. For more information about copyright law please visit the **Canadian Intellectual Property Office (CIPO)** or view the **Copyright Act**.

There's significant research that supports students writing their own notes that link to higher academic achievement. SAS encourages students to write their own lecture notes, even in supplement to receiving note taking, because of these key findings:

1. Deeper processing,
2. More visual content,
3. Revision benefits, and
4. Better grades.

The above findings ([Flanigan, Wheeler, Colliot, Lu, & Kiewra, 2024](#)) led to significantly higher achievement when students were taking their own notes and not relying solely on notes provided to them.

Note Taking Process

1. The Accessibility Consultant (AC) reviews the student's formal documentation to verify it meets the criteria for Note Taking.
2. The student must release their Letter of Accommodation for each course using the Clockwork Portal.
3. The student must complete the Note Taking Agreement Form located in the Clockwork Portal, under SAS Forms. **Please note that this agreement only needs to be completed once.**
4. The student must request a note taker, located in the Clockwork Portal under Course Notes for each course they require notes for.
5. Once the above steps are complete, the Adaptive Technology Technician will reach out to the student with note taking onboarding.
6. If a student hasn't used this accommodation for more than **30 days**, SAS will reach out to verify if this support meets their needs and may remove access or transfer to a new student.

For questions regarding the Note Taking accommodation, students and faculty should reach out to the appropriate Accessibility Consultant, or sas@nipissingu.ca.

All other note taking inquiries should be directed to notetaking@nipissingu.ca.