

# Access to Instructors' Notes



Academic Resource Center  
Disability Support Services

## **Purpose of the Accommodation**

Access to instructors' notes can be a reasonable accommodation for a student for many reasons, but is most commonly seen for students with visual or hearing impairments or students with learning disabilities, including visual or auditory processing disorders, dyslexia or dysgraphia, or any disorder that impacts the flow of information during the note-taking process or the ability to write and record that information. Students with traumatic brain injury or other conditions that have impacted working memory may also have this as an approved accommodation.

Note-taking (for a sighted and hearing student) is a complex procedure, which often involves several simultaneous processes:

- Evaluating relevancy and importance of spoken or written information
- Synthesizing visual and auditory information
- Translating spoken information into written text
- Transcribing written information, and
- Listening to new information while recording these notes.

A Deaf or Hard of Hearing student, using remote captioning services or a Sign Language interpreter, would be able to use an instructor's notes to evaluate the notes or interpreted information for relevancy and importance, and could then take their own notes accordingly. A Blind or low vision student may need a large format copy of the lecture materials, or the ability to display PowerPoint slides on their own technology, to allow for increasing the display size.

## **Student Responsibility**

It is the student's responsibility to contact their faculty members about logistical arrangements for receiving notes.

If a student does not approach or email you about this accommodation, it is likely that the class structure or lecture/discussion is such that they do not require these supplemental materials in order to follow along, or that you may be providing these materials already.

## **Faculty Responsibility**

In order for a student to be able to look over the notes prior to class, notes must be delivered in a timely manner. The specifics of the timing should be discussed when the student gets in contact.

The exact nature of the instructor's notes will vary based on the material, the manner of instruction (lecture, PowerPoint presentation, class discussion, etc.), and a faculty member's own pedagogical process. Clear and open communication with the student requesting this service will ensure that the student feels that they have what they need to access the class experience without a faculty member feeling burdened with excess preparatory work.

Please contact Antonia Keithahn – [keithaam@whitman.edu](mailto:keithaam@whitman.edu) or (509) 527-5767 if you have any questions.