

Agreement for Copies of Lecture Notes

Feel free to ask for assistance on the use of this form, for an explanation about anything it states, or for the information in a different format (an audio recording or Braille).

The following conditions apply for copies of lecture notes as an academic adjustment:

1. To activate the adjustment it must be listed on your ESP, and you must give professors an Adjustment Notification Memo indicating you have this option (memos are available from the Coordinator of Disability Services by request). Professors may elect to provide you notes, or ask you to seek them through the Disability Services Office. If asked to seek notes through the office, complete a **Lecture Notes Request Form** and submit it to the office (form available at the office); a separate form must be submitted for each different course.
2. In addition to the above conditions, arranging notes through the office requires you to fulfill **one** of the following responsibilities:
 - A. Recruit a classmate yourself, by informing him or her that Disability Services will pay \$25 per credit for the opportunity to copy lecture notes, and ask the classmate to stop by the office so a contract for payment can be completed.
 - B. Ask the professor to help recruit a classmate.
 - C. Explain to the office Coordinator why the disability will prevent both A and B (above).
3. After the condition 2 has been completed, you should expect a delay of at least three weekdays before any notes become available. After they've started notes should continue to be available within 24 hours of Monday-Thursday classes, and 72 hours of Friday classes. The office cannot affectively ensure notes have started arriving on time, or continue to arrive for each class session; immediately inform a staff if you aren't getting notes according to the above time frames.
4. You are expected to pick up notes through Disability Services at the office, or arrange to obtain them directly from the classmate. If they aren't picked up for two consecutive weeks it may be assumed you no longer want them and they can be discontinued. To resume discontinued notes you must contact the office and request them; a delay will probably occur before they do resume.
5. Copies of notes from Disability Services are usually photocopies of the recruited classmate's hand written notes. This office expects the notes to be of high quality, but has no affective way to accurately judge their quality. If you aren't certain the notes are high in quality, ask the professor to examine them; the professor wants you to receive good notes. Inform the office of any problems so solutions can be arranged. Only one copy of notes are provided for each class day.
6. The above conditions can be reasonably altered for individual students, by request, if documentation explains why it's necessary for equal access and opportunity, and how the conditions must be altered.
7. The notes are intended for your use only, and are not to be shared with others.
8. Copies of lecture notes are not necessarily a substitute for the need to attend class, if attendance and/or participation are necessary to achieve the course objectives.

I (please print your name) _____, UW-RF id # _____, have had sufficient opportunity to ask questions and receive adequate answers about the above circumstances. I understand the conditions, my responsibilities, and by signing below I agree to them.

Student's signature _____ Date _____

Agreement for Copies of Lecture Notes Adjustments

This Side For Office Use Only

Name of student who has this option _____

Date this form was received by Disability Services _____

Manner in which the form arrived _____

Disability Services staff who received form _____

Was the form signed and dated by accommodated student? _____

If any other paper work regarding this student was received, along with this form, please describe:

Signature of person completing this box _____ Date _____