

**UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW**  
**DISABILITY RESOURCE PROGRAM**  
**CONDITIONS FOR RECEIVING NOTE TAKING SUPPORT AS AN ACCOMMODATION**

*\*This agreement applies to any and all note taking support accommodations, including receiving audio, screen capture, video recordings, and/or written notes. This agreement covers the procedures for accessing and utilizing note taking support, whether recorded by Media Services, the Civil Justice Clinic (CJC), DRP, the student, or a peer note taker.*

All accommodations, including note taking support such as written class notes, lecture capture (audio recordings and screen capture combined), audio notes (audio only), and/or video recordings (e.g., CJC workshops or other workshops/courses that are video recorded as an accommodation), are determined on a case by case basis in accordance with governing laws and regulations. All accommodations granted must be supported by appropriate documentation filed in the DRP office. The policies and procedures listed below are a condition of receiving note taking support and thus require strict compliance.

1. In order to register with the Disability Resource Program (DRP) and receive any accommodations you must follow DRP procedures by (1) participating in an intake meeting with the Director of the DRP, and (2) providing sufficient documentation that supports your requested accommodations. You must formally request note taking support as an accommodation during your intake. The determination of whether and in what form (i.e., written, audio, lecture capture, or combination) note taking support is a reasonable accommodation is made during the intake process.
2. You will not begin receiving notes or class recordings (i.e., audio only, or audio plus screen capture) until you have completed the registration process with DRP, and the Director has provided you with a completed Classroom and Exam Accommodations letter for the upcoming semester.
3. NOTE: Professors have the right to make class recordings available to all students in their class, or to select students (for non-disability-related good cause), at their discretion. **ALL students granted access to class recordings, whether via DRP or a non-DRP authorization, MUST adhere to the following restrictions and conditions for use (# 3 & # 4):**

You are permitted access to lecture capture and/or written notes in classes for which you are currently registered, enrolled in, or attending, for the sole purpose of assisting your own note taking process and for your personal study use for those classes. Your access to and use of such note taking support is subject to the following conditions:

- The content of a professor's lecture may be considered his or her intellectual property. Additionally, class notes as well as audio or video recording and screen capture files provided to you by the DRP are the property of Hastings College of the Law. You are, therefore, **prohibited from selling, distributing, transcribing, or disseminating in any manner class notes or class recordings received by you to any other individual, including other DRP students. You are also prohibited from providing any other individual the link or password to the lecture capture site. Selling or distributing class notes or recordings received under the auspices of DRP, or providing access to the lecture capture site, may subject you to disciplinary action.**

**UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW**  
**DISABILITY RESOURCE PROGRAM**  
**CONDITIONS FOR RECEIVING NOTE TAKING SUPPORT AS AN ACCOMMODATION**

- Class recordings (a.k.a. lecture capture) are obtained through use of a user name and password to download the files. You are only authorized to download files for those classes for which you are currently registered, enrolled and attending. **You are prohibited from listening to, or downloading, lecture capture files for any class you are not currently registered for, enrolled in, or attending.**
  - You are expected to disregard any incidental private, personal, sensitive or confidential information you may inadvertently hear when listening to any type of class recordings.
  - All class recordings provided by DRP as an accommodation **must be promptly erased from your computer following completion of the course. For exam classes, students may keep the files until they have taken the exam.**
4. Note taking support in any form is not a substitution for regular attendance. The receipt of class notes or audio recordings does not excuse you from attending your classes on a regular basis. As such, in accordance with Academic Regulations 501-504, **you are required to attend classes on a regular basis.** Failure to attend class on a regular basis may subject you to disciplinary action.
  5. In the event that you drop or add a course or change to a different section, you must promptly provide written notification of such change in course(s) to the Senior Program Coordinator of the DRP.
  6. Class notes or class recordings received under the DRP are intended to **supplement, not replace class notes taken by you. Thus, you are expected to take your own class notes (unless your disability prohibits you from doing so.)** Best practices for integrating note taking support with your own notes will be reviewed during the intake process.
  7. Written notes are received via email. You can create an anonymous email address if you would like; that way the note taker will not know your identity. You can also choose to waive the confidentiality and use your UC Hastings email address or any other email address that otherwise identifies you. Please forward your preferred email address for receipt of notes to [andrewsl@uchastings.edu](mailto:andrewsl@uchastings.edu).
  8. Often, a note taker is assigned to take notes for several students with disabilities. Therefore, it is not possible for note receivers to request or select a particular individual to take class notes. However, every effort will be made by the DRP to hire only those note takers who have demonstrated an ability to take thorough class notes and have completed a mandatory on-line tutorial on effective note taking.
  9. We do not disclose your name to the note taker of the class in which you are receiving class notes, or to the professor of the class where notes or class recordings are being provided to you. We also do not disclose the note taker to any students receiving notes.
  10. Should you become dissatisfied with the quality or timeliness of submission of the class notes, you must **immediately** notify the Senior Program Coordinator, Laura Andrews, at [andrewsl@uchastings.edu](mailto:andrewsl@uchastings.edu). You must be specific in describing your particular complaint (e.g., substantial material omitted or incomplete, tardiness of submission, etc.). The DRP will make every effort to rectify the problem within five (5) working days from

**UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW**  
**DISABILITY RESOURCE PROGRAM**  
**CONDITIONS FOR RECEIVING NOTE TAKING SUPPORT AS AN ACCOMMODATION**

the date of the complaint. You are not to attempt to rectify the problem with the note taker(s) directly. **Note that complaints not received in writing will not be investigated.**

11. It is your responsibility to ensure that you have received class notes or class recordings for every class meeting. If you have not received class notes or if you are unable to access the audio or lecture capture file for a particular class meeting, you must **immediately notify the Senior Program Coordinator.**

I have read the above information and guidelines for receiving class notes or audio recordings. **By receiving written class notes and/or audio only and/or lecture capture and/or video class recordings, I am agreeing to comply with the guidelines as a condition of receiving said notes and/or recordings as an accommodation.** I understand that Hastings College of the Law will strictly adhere to the above guidelines and that **failure to comply with such guidelines will result in the consequences discussed above, and may subject me to disciplinary action under the Student Conduct and/or Academic Regulations.**