

# UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

## DISABILITY RESOURCE PROGRAM

### CONDITIONS OF RECEIVING CLASS NOTES OR AUDIO RECORDINGS AS AN ACCOMMODATION

\*This agreement applies to all audio recordings and procedures for accessing audio recordings granted as an accommodation, whether recorded by Media Services, DRP, or the student.

All accommodations, including class notes or class audio recordings 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 notes or audio recordings and thus require strict compliance.

1. You must meet with the Director of the Disability Resource Program (DRP) and formally request notetaking or audio recording services.
2. Class notes and audio recording files provided to you by the DRP are the property of Hastings College of the Law. You are, therefore, prohibited from selling or distributing any class notes or recordings received by you to any other students. Selling or distributing class notes or recordings received under the DRP may subject you to disciplinary action.
3. 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.
4. 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 Resource Coordinator of the DRP.
5. Class notes or audio 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).**
6. Notes are received via email. You can create an anonymous email address if you would like; that way the notetaker 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 [drp@uchastings.edu](mailto:drp@uchastings.edu). Audio recordings are obtained through use of a user name and password to download audio files.
7. You will not begin receiving notes or audio recordings until DRP has received your completed Classroom and Exam Accommodations form for the upcoming semester.
8. Often, a notetaker 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 notetakers who have demonstrated an ability to take thorough class notes and have completed a mandatory on-line tutorial on effective notetaking.

9. We do not disclose your name to the notetaker of the class in which you are receiving class notes, or to the professor of the class where notes or audio recordings are being provided to you. We also do not disclose the notetaker 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 Resource Coordinator. 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 the date of the complaint. You are not to attempt to rectify the problem with the notetaker(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 audio files for every class meeting. If you have not received class notes or if you are unable to access the audio file for a particular class meeting, you must immediately notify the Resource Coordinator.
12. All class audio recordings provided by DRP as an accommodation must be promptly erased from your computer following completion of the course.

I have read the above information and guidelines for receiving class notes or audio recordings. I agree to comply with the guidelines as a condition of receiving class notes or audio 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.

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