

Peer Note-Taking Agreement

Allows students to request the services of a peer note taker as needed.

Students must sign the *Note-taking Assistance Agreement* in MyDSO before use.

By signing this agreement, students agree to the following:

- I understand this accommodation permits me to request the assistance of a peer note taker in my classes as needed.
- I understand that I am responsible for making my note taking requests each semester as needed at myaccess.rit.edu.
- I understand that once my requests are confirmed DSO staff will begin the hiring process for peer note takers as needed.
- I understand that it is my responsibility to check in at myaccess.rit.edu regularly to see when note takers have been hired and notes have been posted.
- I understand that it is my responsibility to inform the DSO at dso@rit.edu if there is a problem with my notes.
- I understand that it is my responsibility to inform the DSO at dso@rit.edu if I no longer need notes in a particular class and/or if I drop a class in which I have been provided a note taker.
- I understand that peer notes are for my use only, are not a substitute for class attendance, and are not designed to be a word-for-word transcript.
- I understand that peer note takers are not responsible for handouts, worksheets or other materials distributed in class and that notes are not provided for labs, field trips or other “hands-on” activities.
- I understand that there may be occasions when a peer note taker is absent due to illness or other unforeseen circumstances – in these cases notes will not be provided.