

May 26, 2015



**MEMORANDUM**

**TO:** All Faculty

**FROM:**   
Joe Benson  
Interim Provost

**RE:** Provision of Notes to Students with Disabilities

In keeping with its mission and in accordance with Section 504 of The Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 (ADA), and The Americans with Disabilities Act Amendments Act of 2008 (ADAAA), The University of Alabama is committed to providing persons with disabilities an equal opportunity to participate in and benefit from all programs and services conducted or sponsored by the University.

Effective immediately, the process for providing note-taking accommodations to students with disabilities who qualify for this accommodation has changed. Once a student provides you with the *Confidential Request for Accommodations* letter produced by the Office of Disability Services (ODS) indicating that a note taker is needed as an accommodation, you are still legally required to recruit a note taker for those students. However, you will also need to create a UA+ Box account so that note takers can upload notes for students with disabilities to retrieve. Instructions will be provided for faculty, note takers and students with disabilities with accommodation letters.

**PLEASE NOTE:**

- The UA+ Box folder must be created by you immediately upon receipt of the first accommodation letter each term that lists note takers as an accommodation.
- You will only need to recruit one note taker per course.
- Note takers should upload notes often, especially during Summer terms. Please take into account the structure of your course and the frequency of tests and quizzes and instruct the note takers accordingly.

- Note takers will receive a credit on their Action Cards (Bama Cash) to cover expenses they may incur when taking notes. They will no longer receive a per-student credit. Instead, they will receive \$100 per course, regardless of the number of students who are accessing the UA+ Box notes.
- Graduate teaching or research assistants can be assigned to take notes if you cannot find someone else, but they must attend the class.
- This system will afford students with disabilities anonymity since note takers will not know the identity of those who are accessing the notes.

Faculty members are not required to accommodate students who have not provided a copy of an accommodation letter from ODS for the current semester. Accommodations are not retroactive; however, students who require note takers should be given access to the entirety of notes that have been uploaded to the UA+ Box account. Accommodations that would fundamentally alter the nature of the course are also not required, but concerns about specific accommodations should be addressed initially with ODS. Should there be a dispute about academic adjustments, instructors are obligated to provide the accommodation until the dispute is resolved.

For assistance with technical aspects of the note taking system, contact:

Faculty Resource Center  
(205) 348-3532  
<http://cit.ua.edu/services/frc/>

Dr. Rachel S. Thompson  
Director, Emerging Technology and Accessibility  
Center for Instructional Technology  
(205) 348-0216  
<http://accessibility.ua.edu>

For more information about disability and the University's commitment to an inclusive, diverse community, please visit the following websites:

[www.ods.ua.edu](http://www.ods.ua.edu) (The Office of Disability Services)

[www.eop.ua.edu](http://www.eop.ua.edu) (Equal Opportunity Programs)