**Note taker, Tutor, Reader, and Scribe Policy and Procedure**

The Disability Services Office (DSO) at Boston College provides note taker, tutor, reader, and/or scribe services for students who have been approved for use of such services. It is important to receive information about the course from the student in need of one or more of the above services to facilitate the efficient use of said services.

**Policy and Procedure**

* Student registered in DSO completes a note taker / tutor / reader / scribe request form via the DSO website.
* Paulette Durrett, Assistant Dean of Students with Disabilities, acknowledges receipt of form.
* Dean Durrett then informs the professor(s) indicated on the form that a student is requesting a note taker / tutor / reader / scribe. The professor(s) will announce the need for one or more of these services, and will direct interested students to Disability Services, should they be willing to provide these services. It is important that the professor omits the name of the student in need of the service. The professor and/or department may recommend a student (for tutors, readers, and scribes ONLY).
* Students interested in providing one or more of the services for the student will apply via the DSO website.
* Dean Durrett will send a hire letter and hire form, by email, to the student interested in the job. Included in this hire letter is information about what is expected of the student workers and the compensation for services, a one-time payment of $100. Dean Durrett will also let the hired student worker know the name of the student for which the hired student will be providing services, in the case of readers, tutors, and scribes.
* Hired student will submit the necessary information that all note takers, tutors, readers, and scribes must fill out as part of the DSO hiring process. This student must also fill out the necessary paperwork for all student workers at Boston College.
* Students who are providing note taking services must type comprehensive and accurate notes and submit them to the DSO 72 hours after the scheduled time of their class. Students who are providing tutoring, reading, or scribe services must meet with the student requiring services.
* DSO students will meet with the student providing services (in the case of tutors, readers, and scribes) or, for note taking services, will pick up notes in the Office of the Dean of Students.

**DSO Student-Provided Services Rules and Guidelines**

* Student requiring services must utilize these services as needed. If a student, for instance, needs a note taker, the student must pick up notes in a timely manner. Failure to do so will result in a reevaluation by both student and Assistant Dean of the student’s need for the services.
* In the case of student note takers, the note takers must type the notes. Notes must also be comprehensive and accurate.
* Students providing any of these services must submit their hours through Agora Portal, as is expected for all student workers on campus. For note takers, the number of hours worked is equivalent to the number of hours spent in class.
* Duration of note taking may vary based on students’ needs for services. In the event that notes are no longer needed, you will be contacted.

**In contract signing with Dean Durrett and by receiving any of the listed services, the student registered with DSO agrees to follow the policies and expectations outlined by the Disability Services Office at Boston College.**