

## Note Card Policy

This accommodation is not intended to reduce academic requirement or alter the standards by which academic performance is assessed.

Note card accommodation:

**This student would be best served using a 3x5 note card during exams and quizzes. Note cards should be procedural in content, not factual. It is the student's responsibility to meet with instructors prior to the exam to get each note card approved. Instructors may ask to view and approve the content before exam dates and initial the card with their approval. Please include that you have approved the note cards on your exam instructions for any exams that are sent to the Testing Center. It is recommended that the student and instructor discuss this accommodation together in advance of exams.**

Note Card Policy:

- Students are responsible for meeting with professors at the beginning of each semester to review accommodations.
- Students are responsible for learning course material, for discerning which material may require cues or triggers, and for developing the cues that will appear on the note card.
- Students are responsible for securing the instructor's approval, if and when the instructor request to review or approve the note cards.
- Students will need to meet with the professor if the professor decides to create the cards with the student.
- If the professor decides not to review the note cards, they trust the student to develop cues that will trigger memory and accommodate their disability.

Note/Cue Cards should not:

- Include copied pages from text books
- Include class notes, lecture notes, or slides
- Serve as a substitute for studying the material
- Include open textbooks
- Include answer sheets from practice or previous exams
- Contain full and complete synopsis of course material

The contents of the note cards are at the instructor's discretion and are NOT intended to fundamentally alter or reduce the essential requirements of the course. Therefore, the instructor may wish to determine what is allowed or not allowed through private conversation with student.

As stated above, the note card should not contain full synopsis of course material, but rather mnemonics, such as a pattern of letters, ideas or associations that assist in recalling information. This may also include formulas that would enable to the student to solve a problem. For example, some instructors have approved math formulas on a note card with a requirement that the formula is not written out to contain a fully solved problem.