



## **Interpreters**

Upon request, Disability Services (DS) will provide qualified sign language interpreters for eligible students for academic and non-academic courses and activities. It is the student's responsibility to submit a completed Interpreter Request form at least 3 business days in advance. Requests made with less than 3 business days' notice cannot be guaranteed.

In some cases, paid note takers will be provided to students in addition to the interpreter in order to guarantee that the student has access to all information covered in the course. In these cases, DS will work with the professor and/or department to find qualified note takers for the course.

### **Classroom Interpreters**

Eligible students must:

- Submit a copy of their schedule and a completed Interpreter Request form to DS four (4) weeks prior to the semester beginning to ensure accommodations for first day of classes
- Submit any changes to the class schedule immediately to DS.

DS will make every effort to provide interpreters according to the schedule submitted. DS will consider interpreter preferences; however, DS reserves the right to make all interpreter assignments. Assignments may be determined by reasons such as availability, qualifications and appropriateness of request.

### **Interpreters for Required Out-of-Class Assignments, Meetings, and Activities**

Eligible students must:

- Submit a completed Interpreter Request Form for each activity/appointment no later than 3 business days before the scheduled event.
- If an activity is ongoing throughout the semester (i.e., tutoring sessions), then only one form needs to be completed at the beginning of the semester.

### **Cancellations**

If an individual will not be attending a class or event as scheduled, the individual must notify the interpreter and DS at least twelve (12) hours before an interpreting assignment begins.

If an individual is late by more than fifteen (15) minutes after an event is scheduled to begin, the interpreter will leave.

### *DISABILITY SERVICES*

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