

Interpreting and Captioning Services

Summary

The Center for Accommodation and Access arranges interpreting and captioning services for documented students with disabilities.

Purpose

This document describes the requirements and steps to receive interpreting and captioning services from the Center for Accommodation and Access.

Policy

Sign language interpreters are provided for students who are deaf or hard of hearing. Captioning and sign language interpreting is an area of service requiring sufficient lead-time to make arrangements with the company providing the services. Students are urged to pay close attention to the following procedures/policies when arranging services.

Students are responsible for notifying the Center for Accommodation and Access for the need of an interpreter for classes or other activities related to their coursework. Interpreters are provided for academic advising and/or extracurricular activities, upon request.

Participate in priority registration. Early registration is your best assurance of receiving services promptly. Switching sections or making schedule changes may present problems in providing services. To prevent interruption in services or the possible loss of an interpreter/captionist because of scheduling problems, we urge you to stay as close to your original schedule as possible.

Notify the Center for Accommodation and Access if there is any change in your schedule once the semester has commenced.

All requests for services for events will need prior notification, a week is preferable, to allow time for finding an interpreter/captionist. The Center for Accommodation and Access will make a good-faith effort to make the event accessible, even if it is a last minute request. According to the National Center for the Deaf, when a request is made, primary consideration should be given to the specific accommodation requested. In some situations alternative accommodations may be considered. The requestor should be included in the planning process to ensure equal access to the class or event.

<http://www.nationaldeafcenter.org>

Cancellation of any reservation to use services requires 24 hours notice before the particular class or event, except in situations of illness or emergencies.

If the student has not arrived by fifteen minutes after a class session or event is scheduled to begin the interpreter and/or captionist may leave. The Center for Accommodation and Access will document the student's absence.

If the student fails to inform the Center for Accommodation and Access that services are not needed more than three times, services will be discontinued.

To reinstate services, the student must meet with the Director of Center for Accommodation and Access and sign agreement of student responsibility.

Entities on campus who are in need of interpreter services may contact the Center for Accommodation and Access for recommendations.

Related USG Policy

4.1.5 Students with Disabilities

Last Update

5/25/17

Responsible Authority

Director of the Center for Accommodation and Access