Interpreter Services Policies and Guidelines

General Philosophy
It is the Office of Disability Services intention to respect the deaf student’s right to autonomy throughout their college career. However, in order to provide interpreter services, students must adhere to the following procedures set forth by Disability Services.

Student Responsibilities:

In Class Interpreter Service
1. Register with Disability Services by following the registration guidelines.

2. Register for classes during the priority registration period and provide the Intake Coordinator with your class schedule as soon as possible.

3. Immediately notify the Intake Coordinator of any further changes in your schedule.

4. Call Disability Services (TTY: 404-413-1560) immediately if, for any reason, a class is going to be missed. Leave a message that includes student’s name and which class(es) will be missed.

5. Adhere to the following Disability Services policies regarding absenteeism and tardiness of interpreted classes.

   Absence: If a student is absent from class without notifying Disability Services in advance, the student’s interpreter services will be suspended for the day until Disability Services is notified that subsequent activities scheduled for that day will be attended.

   NOTE: Disability Services understands that it is the right of any student to miss class. However, Disability Services needs prior notification so interpreter resources are not wasted.

   Tardiness: If a student will be late to class, they must call and inform Disability Services so the interpreters can be notified in order to wait additional time. In the event that a student is late and the interpreter hasn’t been notified, the interpreter will remain in class:
   - Ten (10) minutes for a fifty minute class.
   - Fifteen (15) minutes for an hour and fifteen minute class.
   - Twenty five (25) minutes for a two hour class.

6. Discuss any interpreting related problems or concerns directly with the interpreter for the class. If additional assistance is needed, make an appointment with the Intake Coordinator to discuss the situation further.
**Out of Class Interpreter Service**

1. Obtain an “Interpreter Request Form” from the reception desk for any activity outside of the classroom (lab work, meetings with instructors, etc…). Fill out the form and return it to the reception desk. If this is not possible, students can:
   - Email requests to the Intake Coordinator.
   - Fax (404-413-1560) the Interpreter Request Form to the Intake Coordinator.

*Email requests should include the same information that is asked for on the Interpreter Request Form.

2. Requests for interpreter services should be made as early as possible, but must be made at least three (3) days prior to the actual activity. Requests are filled on a “first-come, first-served” basis. If a student is informed that there is no interpreter available at the requested time, the student should contact the Intake Coordinator for options including rescheduling the activity or alternative accommodations such as a note-taker.

3. Inform the Intake Coordinator if a request for an interpreter has been made for an out of class activity and that activity is canceled or changed in any way (time, location, etc.).

4. Discuss any interpreting related problems or concerns directly with the interpreter for the assignment. If additional assistance is needed, make an appointment with the Intake Coordinator to discuss the situation further.

**NOTE:** Priority registration and early notification of Interpreter Requests are imperative for quality service. Last minute requests and schedule changes may make it impossible to provide interpreter services.

**Office of Disability Services Responsibilities:**

- Inform students of Interpreter Services offered through Disability Services.
- Make available a copy of the Interpreter Services Procedures.
- Provide qualified interpreters for classes and other academic related needs.
- Assist with problem resolution if student experiences difficulties with interpreter services.
- Interpreters adhere to the code of ethics set forth by the Registry of Interpreters for the Deaf, Inc.

I have read and understand the above policies and I agree to follow them in order to continue to receive interpreter services.

__________________________  __________________________
Name                        Date