



*Department of Student Affairs and Dean of Students
Office of Adaptive Services*

Student Agreement **Provision of Interpreters & Transcriptionists**

The Office of Adaptive Services (OAS) coordinates the provision of ASL interpreter services or transcription services for all campus activities, as needed and requested, for students who are hard of hearing or deaf. This includes recruitment activities, orientation, workshops, classes, tutoring sessions, and extra-curricular activities sponsored by the college. Further, priority seating is also available for students who wish to be in the visual line with an interpreter.

Requests for services may be made by college staff, students, prospective students, and/or advocates. Once the request is received, OAS will work with area providers to promptly arrange the requested accommodation.

Cancellation Procedures

OAS requires a 48-hour notice of cancellation and/or change in location, date or time of services in order to abide within the established contractual obligations.

Student Responsibilities

1. I am responsible for reading material prior to class and taking notes as I read. This approach can promote learning and will aid in preparation for class lectures.
2. If transcription is being provided for lectures, I understand the document from transcription will also to be utilized as class notes.
3. I understand that after two failed cancellations of one or more classes in a given semester, I will be responsible to retrieve my ASL interpreter from the Office of Adaptive Services before each class.

Student Pledge—I have read and understand the above agreement in regard to ASL interpreter and/or transcription services. I accept the responsibilities and pledge to abide by the above procedure.

Student's Name (Print)

Student's Signature and ID #

Date