Captioning and Interpreting Services Procedure

Student Responsibilities

In-Class Interpreter Services

1. Register with DSS by following the appropriate procedures.

2. Provide DSS with appropriate documentation validating the request for captioning and/or interpreting services.

3. Register for classes during the priority registration period. Eligibility for priority registration is determined by DSS.

4. Meet with DSS to discuss the course(s) in which captioning or interpreting services will be requested. Requests for these services should be made at least three (3) weeks prior to when services are needed.

5. Immediately notify DSS if there is a change to the student’s schedule or if the student determines the services are not needed for a course.

6. Notify DSS immediately if, for any reason, a class is going to be missed. The student will need to indicate which class(es) which will be missed.

7. Adhere to the following policies regarding absenteeism and tardiness:

   a. Absence: If the student is absent from a class without notifying DSS in advance, the captioning or interpreting services will be suspended for the day until DSS is notified that subsequent activities scheduled for that day will be attended.

   NOTE: DSS understands that it is the right of any student to miss class. However, DSS needs prior notification so captioning and/or interpreting resources are not wasted.

   b. Tardiness: if a student will be late to class, he/she must inform DSS so the captioner or interpreter can be notified and instructed to wait additional time. In the event that the student is late and DSS was not notified, the captioner or interpreter will remain in class:
i. Ten (10) minutes for a fifty minute class.
ii. Fifteen (15) minutes for an hour and fifteen minute class.
iii. Twenty five (25) minutes for a two hour class.

8. Discuss any problems or concerns related to the captioning and/or interpreting services with DSS and the captioner or interpreter for the class.

Out-of-Class Captioning and/or Interpreting Services

1. Students can request services for activities outside of the classroom (e.g., club meetings, lab work, meetings with instructors, etc.). Requests for these services should be made at least one (1) week prior to the actual activity. If a student is informed that there is no captioner or interpreter available at the requested time, the student should contact DSS for options, such as rescheduling the activity or alternative accommodations such as a notetaker or transcriptionist.

2. Inform DSS immediately if a request for a captioner or interpreter has been made for an out-of-class activity and that activity is canceled or changed in any way (time location, etc.).

3. Discuss any service-related problems with DSS and the captioner or interpreter for the activity.

*NOTE*: Priority registration and early notification of captioning and interpreting requests are imperative for quality service. Last minute requests and schedule changes may affect the ability to provide these services.

DSS Responsibilities

1. Verify that a student who requests captioning and/or interpreting services is registered with DSS and eligible to receive this accommodation.

2. Provide the student with a copy of the Captioning and Interpreting Services Procedure

3. Recruit and hire qualified captioners and interpreters for classes and other University-sponsored events.

4. Provide the captioner and/or interpreter with the student’s name and course schedule, parking arrangements, and text material which will be used in the classroom.

5. Assist with problem resolution if the student experiences difficulties with the services.
6. Ensure that the interpreters adhere to the code of ethics set forth by the Registry of Interpreters for the Deaf, Inc. (RID).