

## **Interpreting Services Procedures**

The Access and Accommodations Center respects the student's right to autonomy throughout their college career. The Access and Accommodations Center will make every effort to provide an interpreter for students who request the service. Students must complete the appropriate forms and provide documentation of their disability to The Access and Accommodations Center.

### **The Access and Accommodations Center' Responsibilities**

- Inform students how to receive interpreting services
- Provide student with a copy of the Interpreting Services Procedures
- Seek to provide qualified and quality interpreters for classes and other academic related needs when notified within reasonable time
- Assist with problem resolution if student experiences difficulties with interpreting services

### **Student Responsibilities**

Students who need Interpreting services must adhere to the policies outlined in this document.

### **Requests**

1. Students should request an appointment to meet with their Access Coordinator and follow the process to request accommodations.
2. Students must register for classes as early as possible during the registration period and provide the coordinator with a copy of their class schedule. They must include the course number and title, instructor's name, days the class meets, beginning and ending time, building, and room number on their schedule.
3. Students must immediately notify the coordinator of any changes in their schedule, such as added or dropped classes, change in section, change in room, etc.

### **Absence**

1. Students must immediately notify the coordinator if they will not attend class. If they know a few days ahead, they should send an email about the class they will not attend.
2. If less than 24 hours before class, they should contact the coordinator by phone or email to let them know they will miss class, or if the class is canceled.
3. If a student is absent from class and does not notify the coordinator in advance, it is called no show. After two no shows the student must meet with the coordinator or Interpreting services will be suspended. The Access and Accommodations Center understands that any student has the right to miss class. However, The Access and Accommodations Center needs to know about a student's absence ahead of time to best use interpreting resources.

### **Tardy or Late**

1. If a student will be arriving late for class, they must contact and inform the coordinator. They can contact the interpreter also if they have their contact information.
2. The interpreter will wait 20 minutes after class starts. If the coordinator has not heard from the student, the interpreter will leave. He or she will not return to that class that same day.

## Other Requests for Interpreters

- For any activity outside of class (lab work, meetings with instructors, special events, etc.) students need to fill out the Interpreting and Captioning Request Form and return it to The Access and Accommodations Center. Students can use the link below to fill out the form online (submitted form goes to coordinator by email): <https://access.gsu.edu/interpreting/>
- Requests for interpreting services should be made at least three days prior to the actual activity or as soon as possible.
- Requests are filled on a first come, first served basis.
- If students are informed that there is no interpreter available at the time they requested, then they should contact the coordinator for options or to reschedule the activity.
- Students must inform the coordinator if the out of class activity is canceled or changed (time, location, etc.).

## Interpreter's Role

Interpreters will be assigned to a class for the entire semester. An interpreter will be present at the time requested and continue through the full assignment. If that is not possible, the coordinator will notify the student. Interpreters will be available for 5-10 minutes before and after class in most cases for the student to communicate with instructors or other students about information related to class.

Interpreters will accept assignments only from the coordinator, not from students or faculty.

Interpreters adhere to the ethical and professional standards set by the Registry of Interpreters for the Deaf, Inc. (RID).

## Concerns about Interpreter

Students are encouraged to discuss interpreting problems or concerns directly with the interpreter. If the problem does not improve and they need assistance, they should contact the coordinator to discuss the situation further. Student feedback is welcomed.

**Student Agreement:** I have read and understand these policies, and I agree to follow them so that I can receive interpreting services.

---

Student's signature

---

Date

---

Student's printed name