

Sign Language Interpreting & Captioning Services

Interpreter or CART (Communication access real-time translation) services are only for students who are Deaf or Hard of Hearing and/or where the use of these services are necessary to provide effective communication in the classroom. In order to allow the Disability Services Office time to secure a qualified interpreter or CART provider, students need to request these services at least a month before classes begin.

Student Responsibilities

Students are responsible for getting to his/her classes on time. Students are responsible for notifying the Disability Services Office prior to missing class (except in the case of an emergency). Failure to attend class without notifying the Disability Services Office may result in the discontinuation of Interpreter or CART services after the third consecutive occurrence, making it necessary for the student to make an appointment with the Disability Services Office to discuss reinstatement.

Students should discuss any problems directly with the Interpreter or CART provider before coming to talk to Disability Services Office. The student is responsible for informing the Disability Services Office immediately in the event that the Interpreter or CART provider does not arrive on time. CART providers should provide students copies of class transcripts via email within 48 hours. Students need to contact the Disability Services Office if notes are not being received in a timely manner.

For Interpreter or CART requests outside of regularly scheduled class times, students are responsible for contacting the Disability Services Office to request services. Students are to complete a service provider Request Form at least 72 business hours prior to the event (or as soon as he/she is aware of the need). Requests for interpreting services made less than 72 hours in advance cannot be guaranteed. This includes, but not limited to, field trips, tutoring, workshops, class project meetings, one-on-one teacher conference, writing and math lab, and anything else outside of the scheduled class time.