

Sign Language Interpreting and Captioning Services

Sign language interpreting and Communication Access Realtime Translation (CART) services are available for students who are Deaf or Hard of Hearing and when these services are necessary to provide effective communication in the classroom or other College-sponsored activities.

To allow sufficient time to secure qualified service providers, students should request interpreting or CART services at least one month before classes begin.

Student Responsibilities

Students receiving interpreting or CART services are responsible for:

- Arriving to class on time.
- Notifying the Office of Accessibility and Accommodations in advance if they will miss class, except in emergency situations.
- Informing the Office of Accessibility and Accommodations immediately if an interpreter or CART provider does not arrive as scheduled.
- Reviewing CART transcripts and notifying the Office of Accessibility and Accommodations if transcripts are not received in a timely manner.

Failure to attend class without notifying the Office of Accessibility and Accommodations may result in the suspension of interpreting or CART services after three consecutive absences. Students whose services have been suspended must schedule a meeting with the Office of Accessibility and Accommodations to discuss reinstatement.

Concerns Regarding Services

Students should first discuss concerns directly with the interpreter or CART provider whenever appropriate. If concerns are not resolved, students should contact the Office of Accessibility and Accommodations for assistance.

CART providers are expected to provide class transcripts to students by email within 48 hours of the class session.

Requests for Services Outside of Class

Students may request interpreting or CART services for College-related activities that occur outside of regularly scheduled class times.

Examples include:

- Field trips
- Tutoring sessions
- Workshops
- Class project meetings
- Instructor conferences
- Writing Lab appointments
- Math Lab appointments
- Other College-sponsored activities

To request services, students must submit a Service Provider Request Form at least 72 business hours before the event whenever possible.

If a student becomes aware of the need for services less than 72 business hours before the event, the request should be submitted as soon as possible. Requests submitted less than 72 business hours in advance cannot be guaranteed.