

Georgia State University Office Of Disability Services

Interpreter Services Policies and Guidelines

General Philosophy

It is The Office of Disability Services (OODS) intention to respect the Deaf student's right to autonomy throughout their college career. However, in order to provide interpreter services, students must adhere to the following procedures set forth by OODS.

Student Responsibilities:

In Class Interpreter Service

1. Register with ODS by following appropriate ODS procedures.
2. Register for classes during the priority registration period and provide the ODS Administrative Assistant with a copy of class schedule as soon as possible.
3. Immediately notify the Admin. Assistant of any further changes in your schedule.
4. Call ODS (TTY: 404-463-9044) immediately if, **for any reason**, a class is going to be missed. Leave a message that includes student's name and which class(es) will be missed.
5. Adhere to the following ODS policies regarding absenteeism and tardiness of interpreted classes.

A. Absence: If a student is absent from class **without** notifying ODS **in advance**, the student's interpreter services will be suspended for the day until ODS is notified that subsequent activities scheduled for that day **will** be attended.

NOTE: ODS understands that it is the right of any student to miss class. However, ODS needs prior notification so interpreter resources are not wasted.

B. Tardiness: If a student will be late to class, they must call and inform ODS so the interpreters can be notified in order to wait additional time. In the event that a student is late and the interpreter hasn't been notified, the interpreter will remain in class:

Ten (10) minutes for a fifty minute class.

Fifteen (15) minutes for an hour and fifteen minute class.

Twenty five (25) minutes for a two hour class.

6. Discuss any interpreting related problems or concerns directly with the interpreter for the class. If additional assistance is needed, make an appointment with the Admin. Assistant to discuss the situation further.

Out of Class Interpreter Service

1. Obtain an “Interpreter Request Form” from the reception desk for any activity outside of the classroom (lab work, meetings with instructors, etc.). Fill out the form and return it to the reception desk. If this is not possible, students can:
 - Email requests to the Coordinator.*
 - Fax (404-463-9049) the Interpreter Request Form to the Admin. Assistant.

****Email requests should include the same information that is asked for on the Interpreter Request Form.***

2. Requests for interpreter services should be made as early as possible, but must be made at least three (3) days prior to the actual activity. Requests are filled on a “first-come, first-served” basis. If a student is informed that there is no interpreter available at the requested time, the student should contact the Admin. Assistant for options including rescheduling the activity or alternative accommodations such as a notetaker.
3. Inform the Admin. Assistant if a request for an interpreter has been made for an out of class activity and that activity is canceled or changed in any way (time, location, etc.).
4. Discuss any interpreting related problems or concerns directly with the interpreter for the assignment. If additional assistance is needed, make an appointment with the Admin. Assistant to discuss the situation further.

NOTE: Priority registration and early notification of Interpreter Requests are imperative for quality service. Last minute requests and schedule changes may make it impossible to provide interpreter services.

Office Of Disability Services (ODS) Responsibilities:

1. Inform students of Interpreter Services offered through ODS
2. Make available a copy of the Interpreter Services Procedures
3. Provide qualified interpreters for classes and other academic related needs
4. Assist with problem resolution if student experiences difficulties with interpreter services

5. Interpreters adhere to the code of ethics set forth by the Registry of Interpreters for the Deaf, Inc. (RID)

I have read and understand the above policies and I agree to follow them in order to continue to receive interpreter services.

Signature

Date