Interpreting Standard Practices

1. Interpreters will wait 15 minutes for a late student before leaving the class.
2. The interpreter will perform duties as expected unless there is a compelling reason not to. This might include the following: a student’s refusals to participate in the interpreting process or events beyond the interpreter’s control i.e. fire, etc.
3. Students who will miss a class must notify Student Disability Services 36 hours in advance of the missed class whenever possible.
4. Students must access missed lectures and class work by the same means that students who do not use interpreters do.
5. After three consecutive tardiness of 15 minutes or more, the student’s interpreting services will be taken under review for termination.
6. Three consecutive unexcused absences will be cause for the student’s interpreting services to be taken under review for termination.
7. It is the student’s responsibility to contact Student Disability Services to request interpreting services for extra events such as tutoring, club events, test scheduled outside of regular class hours, etc.
8. Every effort will be made to accommodate requests for specific interpreters. However, outside considerations may make fulfilling the request impossible, in which case, the best possible interpreter available will be employed.

I have read and understand the above practices and agree to abide by them.

__________________________________________ Date ________________________
(Student)

__________________________________________ Date _________________________
(Student Disability Services Representative)