



AccessAbility Services Sign Language Interpreting Request Guideline & Procedure

General Guideline:

Sign language interpreting may be provided to students who are deaf or hard-of-hearing who submit appropriate documentation to substantiate a disability that requires sign language interpreting. AccessAbility Services (AAS) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Sign language interpreting allows students visual access to a classroom lecture and discussion while the class is in session. Determination of reasonable accommodations depends upon the nature and degree of the student's documented disability. If sign language interpreting is deemed appropriate, AAS will identify and hire a qualified sign language interpreter.

Sign language services may be rendered in the following instances:

- Classroom lectures
- Class-related activities
- Any activity related to a student's academic program
- Any WCSU extra-curricular activities

In order to request and receive sign language interpreting, a student must provide AAS with documentation regarding their disability and their need for this accommodation. In consultation with the student, the Coordinator of AAS will review the documentation to determine the appropriateness of the accommodation. Students requesting sign language interpreting services should contact AAS immediately at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at aas@wcsu.edu to discuss this accommodation.

Similarly to all accommodations, students must communicate problems or concerns regarding their sign language interpreter to AAS in order to alert the staff and to permit them the opportunity to resolve conflicts.

Procedure for Requesting Sign Language Interpreting through AAS:

- ❖ New students must complete an **Accommodation Intake Form** and submit disability documentation to indicate their need for sign language interpreting.
- ❖ Once the appropriate information is received, AAS reviews the request and the student will be contacted through their WCSU email with appropriate next steps.
- ❖ Students must request interpreting services **each** semester. After registering for courses, it is recommended that students request services immediately.
- ❖ Students who request sign language interpreters must contact AAS by calling 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at aas@wcsu.edu.
 - Students are responsible for processing their request three (3) working days prior to the first requested day.

Student Roles & Responsibilities:

- ❖ On the first day of class, please be cognizant of the following items:
 - Plan to arrive a few minutes before the class begins to introduce oneself to the interpreter and the instructor

- Be sure seating will allow a direct line of vision to the instructor, the board/screen, and the interpreter
- Please inform the interpreter if you will be voicing for yourself or if you prefer him/her to voice for you
- Be on time for all classes, labs, meetings, and other academic events
- ❖ Be prepared to ask the instructor (not the interpreter) about the class material or the information presented in the class.
- ❖ Please notify the sign language interpreter and AAS immediately if:
 - One will be absent or miss a class (at least 24 hour notice)
 - One's class has been cancelled
 - One will be delivering a presentation in class
 - There is a class or classroom change
- ❖ Should you wish to speak with the instructor immediately preceding or following class, be sure to ask the interpreter to arrive early or to stay after class.
- ❖ If your sign language interpreter is not present at the beginning of class:
 - Contact AAS immediately at 203-837-8225 (voice), 203-837-3235 (TTY) or via e-mail at aas@wcsu.edu
 - AAS has audiocassettes available to tape record the lecture
 - AAS will facilitate arrangements for the audiocassette to be transcribed for you
- ❖ Inform the interpreter of any problems with understanding the signs used or any other concerns.
- ❖ Communicate problems or concerns with your sign language interpreter to AAS immediately at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at aas@wcsu.edu in order to alert the staff and to permit them the opportunity to remedy the situation.

Interpreter Roles & Responsibilities:

- ❖ Introduce oneself and your role to instructors before or on the first day of class.
- ❖ Sign what is being said in classroom communication verbatim or near-verbatim, including lectures, class discussions, and videos in real-time.
- ❖ Keep student personal information confidential. Confidential information includes:
 - The student name
 - The specifics of the disability
 - Any personally identifying information
- ❖ The sign language interpreter may leave if the student does *not* arrive to class within these timelines:
 - Wait 15 minutes for a class less than 90 minutes
 - Wait 25 minutes for classes longer than 90 minutes
 - Call AAS to see if the student has provided notification

AccessAbility Services Roles & Responsibilities

- ❖ Meet with students to determine if sign language interpreting is a reasonable accommodation.
- ❖ Assure that qualified and experienced sign language interpreters are hired.
- ❖ Resolve issues that arise regarding this accommodation.

Any questions regarding the sign language interpreting request guideline and procedure should be directed to Elisabeth Morel, Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at morele@wcsu.edu