

## Sign Language/Oral Interpreters

Interpreters are available for academic purposes primarily for those students with hearing loss or who are Deaf.

### Interpreter Coordinator

Katie Allison  
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### General Information

- Interpreter accommodations need to be requested by the student through STARS, along with his/her other accommodations.
- Once an interpreter is assigned, please see STARS for the name and the contact information of your interpreter. Please confirm and exchange your contact information with your interpreters so you can communicate when a cancellation is necessary.
- Interpreters are professionally trained part-time staff employed through the Office of Accessibility or a contracted agency.
- Whenever possible, certified interpreters will be utilized, however, certification in the State of Ohio is not mandated and “highly qualified professionals,” who have been vetted by professional agencies may be used.
- Interpreters are bound by a code of ethics to ensure that they are interpreting appropriately, not adding or changing information and not assisting the student beyond interpreting.
- It is very important that the direct line of communication from the professor to the student remains, to ensure the same academic experience for the student as their peers. The interpreter should not be asked to act as a tutor nor an aide.
- The interpreter must be free from distractions so that they may be ready to interpret as soon as verbal communication occurs.

### Types of Services

- It is important that the student communicates to the interpreter if they require interpreting using American Sign Language (ASL), Signed Exact English (SEE), Pidgin Signed English (PSE), Oral transliteration etc. and if the student wants their own communications voiced.

### Deadlines for Service Requests

Please contact the Interpreter Coordinator by the following deadlines for all transcriber service requests.

Type of Request	Deadline
Classroom lectures/labs	4 weeks before the 1 <sup>st</sup> day of the semester
Field trips, art/theatre performances	2-3 weeks before the date needed
Single meeting/appointment request	5 business days before the date needed

A good faith effort will be made to fill requests after the deadline, but the availability of interpreters at that point

may be limited. Alternative accommodations may need to be arranged.

### **Priority of Services**

Requests from students will be filled according to the following priorities:

1. Classroom lectures
2. Classroom labs
3. Class required activities (i.e. required field trips)
4. Student/instructor meetings

### **Schedule Changes**

Any change in student's schedule must be reported to the Interpreter Coordinator and updated through STARS immediately. The Office of Accessibility will make a good faith effort to fulfill all requests, but please be aware that requests made after a semester has started may result in a delay of services. Please see your disability specialist about other accommodations to assist you during this time.

### **Student and Interpreter No Shows**

If a **student** does not attend a class, the interpreter will wait 15 minutes before contacting the Office of Accessibility. If the Interpreter Coordinator is not available, the interpreter will leave a detailed message. Interpreters are not required to stay if the student is absent/no shows.

If an **interpreter** does not report to an assignment, the student should wait 15 minutes. If the interpreter still has not reported, please contact the Office of Accessibility. The Interpreter Coordinator will follow up with the interpreter.

Both **interpreters and students** must notify the Office of Accessibility at least 24 hours in advance, whenever possible, if they will not be able to attend class/assignment.

### **Substitute Interpreters**

If an interpreter is unable to make it to a class due to sickness or emergency, they will contact our office as soon as possible. Efforts to secure a substitute interpreter will be made. If a substitute is unavailable, we will contact the student by their preferred communication (i.e., email, etc.) as soon as possible. We also contact the instructor to discuss the best way to relay the information of the class for that day.

### **Cancellation of Service**

If a student is absent from three class sessions without notifying the Office of Accessibility, services may be interrupted. The student will need to meet with the Interpreter Coordinator to determine whether the accommodation will be continued. If absences without notification continue, interpreter services may be cancelled.