# **Clark College Disability Support Services**

# **Sign Language Interpreter Procedure**

Disability Support Services (DSS) will coordinate sign language interpreters for students with disabilities with this approved accommodation. The following identifies the responsibilities of the student and DSS if the student chooses to utilize sign language interpreters.

**There is currently a national sign language interpreter shortage and Clark began feeling the impacts in 2022. Students please try to request as soon as you can as coordinating interpreters takes several weeks.**

## **Responsibilities – Student**

1. Student should request interpreter services for classes a minimum of six weeks prior to the start of the term classes. Student understands that requests made with less than six weeks notice will be difficult to fill. Student must notify DSS immediately of any changes to their class schedule.

2. Student shall notify DSS preferably at least two weeks in advance, when requesting an interpreter for events, appointments, or meetings outside of regularly scheduled class time. Requests with less than 3 days notice will try to be fill if our staff interpreters are available but we will not have capacity to reach out to our interpreter agencies and these requests may not be possible.

3. Student should utilize Priority Registration, which is always 6 weeks prior to the start of a term. Priority Registration ensures adequate time to schedule interpreters. Students who do not utilize Priority Registration may experience delays in the provision of interpreting services.

4. Student should notify DSS Interpreter Coordinator of any difficulty with an interpreter.

5. Student will notify DSS, if possible, at least 24 hours in advance if unable to attend class or other pre-arranged interpreter requested appointment and any explanation on why they are missing. If students are ill with less than 24 hour notice please inform DSS of this reason so it can be considered as an excused absence.

6. Student understands that the interpreter will only wait 10 minutes per scheduled class hour. If the student does not show within that time frame or contact the DSS Office to inform of late arrival, the interpreter will leave.

7. After three unexcused absences, interpreting services will be suspended until the student meets with the DSS Director.

8. If an interpreter is needed outside of the regularly scheduled class times (e.g. meeting with professor; tutoring center, writing lab or math lab appointments; financial aid; advising; registration; additional required class hours; etc.) the student, professor, or staff **must** make a request through the DSS Office. Interpreters and captioners cannot add time to their schedules without prior DSS approval.

### **Responsibilities – DSS**

1. DSS will send an email letter to the student outlining the student’s approved accommodations.

2. DSS will arrange for interpreters for students upon request for appropriate Clark College classes, events, or meetings. Under no circumstances will Clark College be responsible for payment of interpreter services unless authorized in advance by DSS or other authorized Clark College personnel.

3. DSS will make every effort to appropriately schedule qualified interpreters based on the student’s language needs, the interpreter’s skills, the course/event content, and the instructor/presenter’s style.

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