

Contract for Interpreting Services

Using an Interpreter in Class:

- The interpreter will sit near the front of the classroom. You should try to sit where you can clearly see the interpreter.
- If you have a question, the interpreter will voice your question.
- The interpreter will sign what the professor and students say in the class.
- If you have a problem understanding the interpreter's signs or what the interpreter is signing, see Lori Musser.
- If you have any other problems with your interpreter, see Lori Musser.

Absences:

- If you know that you will miss a class you must call the Student Success Center (**659-3725**) or your interpreter at least 24 hours before class.
- I understand that after three unexplained absences in a class of less than three hours or two unexplained absences in a class of three hours or more, interpreter services will be suspended until the situation has been discussed with Lori Musser. After a **total** of four unexplained absences in a class of less than three hours, or three unexplained absences in a class of three hours or more, services may be suspended for the remainder of the semester.
 - Unexplained absences are understood to mean that the student did not attend class and did not notify Lori Musser at least 24 hours in advance.
 - Continuing problems with unexplained absences will be dealt with on an individual basis and may result in suspension of services.
- Your interpreter will wait 20 minutes for you for a one-hour class and 40 minutes for a three hour class. After that time, the interpreter will leave. This will be counted as an unexcused absence.
- If your interpreter will be absent from class, the Student Success Center will make every effort to find a substitute. If a substitute cannot be found, the Student Success Center will provide you with a tape player and cassette tapes to record the class. You can then choose to either:
 - have the lecture interpreted from the cassette tape while you take your own notes, or,
 - have the lecture transcribed into notes. The notes will be available within one week after the class.

I have read and understand this agreement.

Student

Date

Lori Musser
Coordinator for Student Disability Services

Date