

American Sign Language Interpreter Request

Requesting an Interpreter

- **Request Timing:** Requests for sign language interpreting services must be submitted prior to the start of each semester, with a minimum of 4 weeks' notice when possible.
- **Exam Requests:** Students should use the interpreter request form for exams available on the Disability Resources web page [Disability Resources](#). This must be done at least 5 days in advance.
- **Confirmation:** The Disability Resources office will contact the interpreter to confirm the schedule.
- **Cancellation Policy:** Students must provide a 24-hour cancellation notice.

Testing

- **Test Clarifications:** If a student has a question about a test question for the instructor, a Disability Resources staff member will contact the instructor with the student and interpreter present. The interpreter will communicate directly with the student and instructor for clarification.
- **Testing Room Policy:** Unless otherwise noted by the instructor, only approved items will be allowed in the testing room.

Additional Requests

- **Advance Notice:** Requests for a sign language interpreter outside of testing for meetings with the instructor, or activities should be made at least 5 days in advance when possible. Failure to provide sufficient notice might lead to delays or the unavailability of an interpreter.
- **Planned Absences:** If you are aware of a planned absence, you should inform the Disability Resources office to allow for the cancellation of services.

Consecutive Absences

- **Service Suspension:** If a student has three consecutive absences without prior notification, interpreting services may be suspended until a meeting is held to discuss a reasonable solution. The student understands that this may result in a temporary lapse in interpreting services.