

Appendix G

Student/Sign Language Interpreter and Service Provider Procedures

Student Accessibility Office—Jack Science 312

Student:

- Register for classes on the first day registration is available.
- Contact the Student Accessibility (SA) office immediately after registering for semester classes to request interpreting services.
 - ✓ Students may email SA or submit a copy of their class schedule with the classes indicated in which interpreting is requested.
- Notify SA immediately of any changes in your course schedule (i.e. classroom locations, meeting times and when dropping or adding courses).
- If an interpreter or speech-to-text services have been requested, and you know you will be unable to attend class, you should provide at least 24 hours advanced notice so the person can be informed. In some situations, students may not be able to provide 24 hours' notice; however, any advanced notice is helpful. Failure to provide any advanced notice is considered a "No-Show". To give advance notice a student may:
 - ✓ Call the SA office at 701-224-2575.
 - ✓ Contact the SA coordinator and speak either in person or leave a message.
 - ✓ Contact another staff member and speak either in person or leave a message either by voice mail or relay.
- If the interpreter does not report to class, notify the SA office of the interpreter's absence.
- Be aware that interpreters/service providers will wait for the student for 20 minutes of the interpreting event. If the student arrives late, but before the service provider leaves, it is not the responsibility of the service provider to inform the student of missed material. It is the student's responsibility to obtain missed material from the instructor or note taker (if applicable) following the class meeting or at another appropriate time.
- The student is responsible for all course content, exams, assignments and other course requirements. The interpreter is not responsible for a grade the student receives. If the student has questions about course content, material, grades, or related course aspects, the student should ask the instructor.
- To obtain an interpreter for campus activities which are not required for courses, contact SA to request an interpreter for the event. Whenever possible, requests should be made at least one week before the event, so there is ample time to attempt to locate and schedule an interpreter. Inform SA immediately of any problems. It is important to act as soon as a problem arises. It is more difficult to correct a situation that has been going on longer than a week. Only BSC activities and class-related activities will be provided with services through the Student Accessibility office.

- Interpreters are hired to provide the accommodation of interpreting. Do not abuse this service by asking interpreters to provide you with any additional service such as tutoring or having an interpreter report assignments given in the absence of the student. Abuse of the accommodation could result in the accommodation being suspended until the student has met with SA personnel to clear up any difficulties or misunderstandings.
- Students who are repeatedly “no-shows” in classes without giving proper notification of absence may be charged a no-show fee for not notifying the Student Accessibility Office in a timely manner.

Interpreter/Service Provider:

Whenever possible, Bismarck State College will employ RID/NAD certified interpreters. However, due to a lack of availability of RID/NAD certified interpreters in the local area, it may, occasionally, be necessary to employ non-certified interpreters to fill vacant positions. All interpreters, whether certified or non-certified, are expected to abide by the Registry of Interpreters for the Deaf (RID) Code of Ethics (see www.rid.org/coe.html). Family members will not be hired to serve as an interpreter except under extenuating circumstances.

- ✓ Call the Student Accessibility Office at 701-224-2575 if you need to be absent so attempts to make alternative arrangements can be made.
- ✓ Sign language interpreting is only provided when the student is in class. Interpreters will wait 20 minutes after the class starts for the student to arrive.
- ✓ In the event that class is unexpectedly cancelled by the instructor, the interpreter should notify the Student Accessibility office that the class was cancelled.
- If the interpreter has been notified 24 hours or more in advance that the student will be absent from class or that class will not be held for a specified day, no payment for services will be rendered for that day. If less than 24 hours' notice is given, payment for the entire class time will be rendered.
- Interpreters are expected to adhere to the privacy and confidentiality standards of Bismarck State College and comply with the Family Rights and Privacy Act of 1974 (FERPA). Information regarding FERPA can be found on the BSC website.
- The interpreter should contact the SA office as soon as possible if he/she desires a textbook for the class.