



CENTER FOR ACADEMIC SUCCESS
www.cayuga-cc.edu

Office of Accessibility Resources (OAR) Sign Language Interpreter Policies and Procedures

Students Requesting Interpreter Services for Courses:

- Students have the right to a qualified sign language interpreter while they are enrolled at Cayuga Community College.
- Students need to provide documentation of their disability and meet with the Accessibility Specialist in order to formally request interpreter services for their courses. Interpreter services will be provided for meetings with the Accessibility Specialist and other Office of Accessibility Resources personnel.
- Students must provide the Office of Accessibility Resources personnel with their semester schedule **as soon as possible** after they register for courses. It is recommended that students register **at least one month** prior to the beginning of each semester.
- Students are responsible for immediately notifying the Office of Accessibility Resources personnel of any changes to their schedule at any time during the semester.

Class Absences/Tardiness:

- If a student will be late to class or is unable to make it to a class or meeting where interpreter services have been scheduled, he or she must notify the Interpreter Service **as soon as possible**. Students only need to notify the Interpreter Service of their tardiness or absence, but are **not** required to provide a reason.
- Students are responsible for notifying the Office of Accessibility Resources and the Interpreter Service of the following:
 - Day(s) class is cancelled by instructor
 - Room or location changes
 - Changes to the start or end time of class
 - Exam dates if interpreter services will not be needed
 - Field trips or other off-campus class meetings
- If a student fails to notify the Interpreter Service of any cancellations on three or more occasions, the Office of Accessibility Resources may suspend interpreting services until the student meets with the Accessibility Specialist to re-evaluate his or her needs.
- If the interpreter does not show up at the agreed upon location and time (within 5 minutes), students must notify the Office of Accessibility Resources immediately.

Other Interpreter Service Requests (E.g. meetings with Office of Accessibility Resources personnel, Admissions Office, advisors, instructors, tutors, on-campus events, etc.):

- Students must contact the Accessibility Specialist **at least three (3) working days** in advance, and must provide the time, date, duration, and location of the meeting/event.
- If a request is submitted late, every effort will be made to accommodate the request, but there is no guarantee that the request will be met.

I have read and understand the above policies and procedures.

Student Signature: _____

Date: _____

Print Name: _____

Accessibility Specialist: _____

Date: _____