



Student Responsibilities

re: Sign Language Interpreter Accommodation

1. Students should request interpreter services for classes a minimum of (six) 6 weeks prior to the start of quarter. Requests made with less than 6 weeks' notice may take additional time to fulfill and may not be available from the start of the quarter. All requests should be made directly to the Manager for Student Development by email: mdelikat@pencol.edu.
2. Students must notify SSD of any changes to his/her class schedule.
Including:
 - a. Class location changes
 - b. Classes that are dropped or added after the first day of the quarter
 - c. Or required class meetings/activities

SSD will notify interpreters of any schedule changes.
3. Students must notify SSD within a reasonable amount of time, preferably at least two weeks in advance, when requesting an interpreter for events, appointment, meetings outside of regular class time.
4. Students should notify SSD of any difficulty with an interpreter.
5. If an interpreter does not show up for class wait 10 minutes and then contact SSD. Whenever possible SSD staff will contact the student directly if their interpreter will be late or absent.
6. Please schedule exams with the testing center per the SSD Next Steps handout from the intake appointment.
7. Students must notify SSD at least 48 hours in advance, whenever possible, if they are unable to attend a class or a re-arranged interpreter requested appointment. Should a student not contact SSD to report their absence, the instance will be considered a No-Show.
8. Students should understand that their interpreter will wait 20 minutes once class starts, when a student is tardy. If the student does not show within that timeframe or call SSD to inform of a late arrival, the interpreter will leave. This instance would be considered a No-Show.
9. After three (3) No-Shows, interpreting services may be suspended. Students will receive email notification of service suspension. Students must meet with the Manager for Student Development to discuss reinstating services. If the student continues to No-Show after reinstatement of services, services may be discontinued. Student will receive an email notification from SSD that the accommodation has been discontinued. Students must petition to the Associate Dean for Student Success to obtain reinstatement of interpreters.