



Student Access Office
Post Hall, 107
P.O. Box 701
1 South Avenue
Garden City, NY 11530

Sign Language Interpreting Services Policy

Sign language interpreting services are arranged for students who are deaf or hard of hearing. Students must adhere to the following protocols in order to receive interpreting services:

- Notify Student Access Office (SAO) at the time of registration of interpreting needs or interpreters to be assigned to your classes. Requests for sign-language interpreting services for classes should be made at the time of registration, but no less than four (4) weeks prior to the start of each semester. Late requests will be filled as soon as possible, but students should be aware that at times sign-language interpreters can be difficult to secure.
- Requests for sign-language interpreting services for campus events should be made at least two (2) weeks prior to the date of the event. Late requests will be filled as soon as possible, but students should be aware that at times sign-language interpreters can be difficult to secure.
- Students must complete the Request for Sign-Language Interpreting Services Form for all sign-language-interpreting needs.
- When you are unable to attend class and/or events due to illness or other reasons, notify SAO two (2) full business days in advance. Two (2) full business days advance notice is required to cancel interpreting services without a penalty. Students who develop a pattern of missing classes and/or events without notifying SAO may be held responsible for interpreting costs.
- Students must notify SAO of class scheduling changes, including room location changes, course selection changes, or of class time changes.

Student Signature

SAO use only:

(SAO staff member)

Date: _____



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Request for Interpreting Services (Classes)

Requests for interpreting services for classes should be made at the time of registration, but no less than four (4) weeks prior to the start of each semester. Late requests will be filled as soon as possible. Students needing interpreting services must make requests for these services to Student Access Office (SAO) not the individual interpreters or agencies.

Name: _____

Student ID #: _____ **Telephone #** _____

Date request submitted: _____

Please provide a hard copy of the following information:

- Schedule of classes indicating times, days, and location of classes.
- Class Syllabus. **Note:** Please inform SAO of any dates and times that classes will not be in session as well as any information relevant to the execution of these services.
- When you are unable to attend class due to illness or other reasons, must notify SAO **two (2) full business days in advance. At least two (2) full business** days advance notice is required to cancel interpreting services without a penalty. Students who develop a pattern of missing classes without notifying SAO may be held responsible for interpreting costs.
- Students must notify SAO of class scheduling changes, including room location changes, course selection changes, or of class time changes.

Student Signature

SAO use only:

(SAO staff member)

Date: _____



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Request for Interpreting Services (Events)

Requests for interpreting services for campus events should be made two (2) weeks prior to the date of the event. Late requests will be filled as soon as possible. Requests for interpreting services must be made to Student Access Office (SAO), not the individual interpreter or agencies.

Name: _____

Student ID #: _____ **Telephone #** _____

Date request submitted: _____

Date Interpreters needed: _____

Times: _____

Location: _____

Type of Event: _____

(Examples: tutoring session, academic advising, campus event, campus meeting, etc)

Sponsoring Department: _____

- When you are unable to attend events due to illness or other reasons, SAO **two (2) full business days** in advance. **Two (2) full business days** advance notice is required to cancel interpreting services without a penalty. Students who develop a pattern of missing events without notifying SAO may be held responsible for interpreting costs.
- Students must SAO of any changes, including event location, day and time.

Student Signature

SAO use only:

(SAO staff member)

Date: _____



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Interpreter Services Cancellation

If a student needs to cancel the interpreting service for the class or event already scheduled, s/he must notify Student Access Office (SAO) two (2) full business days in advance of the scheduled event or the student may be charged for the service.

Student No Show:

If the student does not attend a scheduled class or activity, the absence will be considered a no show and the student may be charged for the service.

Because students are mature and responsible adults, they are expected to SAO two (2) full business days in advance if they need to cancel interpreting services (as noted above). If unable to provide two (2) full business days' notice, they should contact SAO as soon as they are aware of the probable cancellation. If no notice is given SAO, this will be considered an unannounced no show and the student may be charged for the service.

Please Note: *It is not the intent of SAO to monitor the student's class attendance or participation in activities. However, unnecessary absences can be costly, both to the college and to the interpreter's time.*

The Following Policy Will Be Adhered To:

- 1st Unannounced No Show: Letter of warning
- 2nd Unannounced No Show: Student will be expected to reimburse the college for the interpreter's fee for that class/activity.

In all cases, the student should SAO as soon as possible to explain any extenuating circumstances, e.g., illness or emergency. These will be considered on an individual basis.

This policy will be applied per semester and not on a cumulative basis.

Student Signature

SAO use only:

(SAO staff member)

Date: _____