Student Responsibilities:

Request interpreting services by completing the request for accommodations form located at ntc.edu/disability services. All requests for interpreting must be made 3 weeks in advance to allow for an interpreter to be scheduled. (Exceptions may be made in emergency situations)

You must inform Disability Services (715-803-1195 or DS@ntc.edu) at least **48 hours** in advance if you will not be attending class. Interpreter cancelations less than 48 hours will equal one (1) no call, no show. Note: We understand that last minute changes may occur, please continue to have communication with Disability Services.

Contact Disability Services to cancel interpreting services 48 hours in advance when:

- You plan to miss class
- You are dropping a class

Absence/Cancellation Procedure:

- One (1) time: you will receive a warning from Disability Services that you were absent or canceled class without providing the required 48 hour notice.
- Two (2) times: the interpreter will not return to class until you contact Disability Services at 715-803-1469 to request reinstatement of interpreting services.
- Three (3) times: the interpreter will be suspended for that class. To reinstate the interpreter, **you** must arrange a meeting with the Director of Disability Services, JoDee Smith (715-803-1195). At this meeting, services may or may not be reinstated.

*Request for reinstatement must be made at least 48 hours before the next regularly scheduled class.

If a room, day or time of a class has changed or a class is canceled, you must notify Disability Services as soon as you are informed. The interpreter will wait 15 minutes for a student to show up to class. After 15 minutes, the interpreter will leave. Notify Disability Services if your interpreter does not show up for class or is late.

Discuss any concerns you are having regarding your interpreter with JoDee Smith, Director of Disability Services. You can call her at 715-803-1195 or email at smithj@ntc.edu.

Interpreter Responsibilities:

Interpreters are expected to conduct themselves in a manner consistent with the professional standards set by the National Associate of the Deaf (NAD) or Registry of Interpreters (RID) Code of Professional Conduct (i.e. interpreters shall maintain confidentiality, render the message faithfully, refrain from interjecting personal opinions, and function in a manner appropriate to the situation). However, interpreters may at times need to share disability related classroom accommodations issues with other campus staff on a “need to know” basis.

The interpreter may use signs that are not familiar to you. If that happens, ask the interpreter to explain the sign.

***Once this accommodation is approved by Disability Services, this guideline will be reviewed with the student and a signature will be required in order to schedule an interpreter.***