****

Sign Language Interpreting Policy

Marquette University’s Office of Disability Services is committed to providing communication access to students with hearing impairments in an effort to ensure all students have access to course material. Sign language interpreting is a service option for students who are hard of hearing or deaf, allowing them visual access to classroom lecture and discussion while the class is being conducted. In order to request and receive sign language interpreting services, students must provide Disability Services documentation verifying their need for this service, and the OSES Associate Director for Disability Services will review that documentation, in consultation with the student, to determine whether this is an appropriate accommodation for the student’s needs. (Other service options may be determined to be more effective or appropriate depending upon students documented needs.)

What is the role of the sign language interpreters?

Interpreters will;

* Introduce themselves and their role to your professors before or on the first day of class;
* Will sign what is being said verbatim or near-verbatim classroom communication; including lectures, class discussions, and videos in real-time;
* Prepare themselves to accurately condense and summarize real-time lecture content by reviewing texts and other material related to course content, and;
* Keep your personal information confidential. Confidential information includes your name, the specifics of your disability, and any personally identifying information.

What happens when I request sign language interpreting services?

Once you have registered with Disability Services and have provided appropriate documentation supporting your need for sign language interpreting services, you are responsible to;

* Complete the Sign Language Interpreting request form each semester you would like to receive this accommodation (at least 7 days prior to the first requested day);
* Notify Disability Services of class or classroom changes as soon as possible;
* Identify and introduce yourself to your interpreters on the first day of class or in any new setting, and for new or substitute interpreters;
* Be on time for all classes, labs, meetings, and any other academic events;
* Notify Disability Services if your interpreter misses or is late to class;
* Let your interpreters know if; you will be absent or miss a class, your class has been cancelled, or you will be making a presentation in class;
* Notify Disability Services of any additional need for sign language interpreters that was not specified in the Syllabus as soon as possible (i.e., videos, fieldtrips, presentations, etc.);
* Communicate directly with your interpreters regarding the effectiveness of the service and any desired changes, and;
* Will notify Disability Services if you believe the sign language interpreting is not meeting your needs

As with all accommodations, you must communicate problems or concerns with your interpreting service to Disability Services as soon as possible in order to alert the staff and permit them the opportunity to work with you to resolve those problems or concerns. If you have questions about any aspect of this policy, please contact Disability Services at 414-288-1645 or by email at [ods@marquette.edu](mailto:ods@marquette.edu).

I have read and understand the Sign Language Interpreting outlined above and agree to comply.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature / Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name / MUID

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of Disability Services Representative / Date