Sign Language Interpreting and Speech-to-Text Policy

Disability Support Services (DSS) will coordinate sign language interpreting and speech-to-text services (i.e. CART, Typewell, real-time captioning) for students with a documented disability who have been approved for this academic adjustment through the DSS Office. The following identifies the responsibilities of the student and DSS if the student chooses to utilize sign language interpreting or speech-to-text services.

Student Responsibilities:

1. You should request interpreting or speech-to-text services for classes a minimum of six weeks prior to the start of the quarter. You understand that requests made with less than six weeks’ notice may be difficult to fill. You must notify DSS immediately of any changes to your class schedule.
2. You should notify DSS within a reasonable amount of time, preferably at least two weeks in advance, when requesting interpreting or speech-to-text services for events, appointments, or meetings outside of regularly scheduled class time. When you request these services, DSS needs to know the date of the request, the start and end times, the location, persons involved, and topic.
3. You should utilize Priority Registration.
4. You should notify DSS of any difficulty with an interpreter or speech-to-text provider.
5. You will notify DSS, if possible, at least 24 hours in advance if unable to attend class or other pre-arranged interpreter or speech-to-text provider requested appointment. You are not required to give an explanation as to why you are not attending. DSS just needs to know that an interpreter or speech-to-text provider will not be needed.
6. You understand that the interpreter or speech-to-text provider will only wait 10 minutes per scheduled class hour. Please inform the DSS office if you will be late to class. If you do not show up to class before the end of the required wait time, the interpreter will leave and contact the DSS office for reassignment.
7. After three absences, interpreting or speech-to-text services may be suspended until you meet with the DSS Director or designee.

DSS Responsibilities:

1. DSS will email a letter to you outlining your approved academic adjustments.
2. DSS will arrange for interpreters or speech-to-text providers upon request for appropriate Clark College classes, events, or meetings. Under no circumstances will Clark College be responsible for payment of interpreter or speech-to-text services unless authorized in advance by DSS or other authorized Clark College personnel.
3. DSS will make every effort to appropriately schedule qualified interpreters or speech-to-text providers based on your language needs, the interpreter/speech-to-text provider’s skills, the course/event content, and the professor/presenter’s style.