

## Interpreting Services Policy

Disability Services' goal is to provide quality interpreting services, advocacy and access for all Deaf, DeafBlind and Hard of Hearing students on campus. You can assist us in that process. Early registration helps us to be able to schedule the interpreter(s) in advance so they are in place at the start of the semester. Contact the Disability Services office, [disability.services@metrostate.edu](mailto:disability.services@metrostate.edu) if you want more information or need assistance with Early Registration.

You may request interpreting services for any Metropolitan State University related event. Please make requests as far in advance as possible. **For on-going classes three weeks are required. For meetings and other events two weeks are needed.** More advance notice is always appreciated and will help us better meet your needs. We understand that this may not always be possible. You can always make a last minute request. Often times we are able to accommodate you but understand that if it is not within the time frames mentioned above that we may not be able to fill your request.

If there are any problems/concerns with interpreting services please let the Disability Services office know as soon as possible. All of our interpreters are expected to follow the RID/NAD Interpreter Code of Ethics. Please don't wait until the end of the semester to contact us when it is too late to make changes. We are always open to student feedback and will try to honor your interpreter preferences if possible.

### **Cancellations and Late Arrival:**

**If you are not able to attend your class/appointment please contact Julie Bauch as soon as possible so we are able to cancel the interpreter(s). In the event that a student is not there at the start of class the interpreter(s) will wait for 30 minutes before leaving. Advance notice is always appreciated if possible.**

In the event of late arrival or cancellation it is always best to email Julie Bauch via her sidekick pager at [julie\\_bauch@tmail.com](mailto:julie_bauch@tmail.com). Especially if it is last minute situation messages left at other contact numbers may not be retrieved in time to cancel.

While we understand that is occasionally necessary to be absent from class, excessive absences do have an impact on student success and unless we are aware 48 hours in advance we are obligated to pay for the interpreting services and are therefore wasting resources that could be used later.

We know that emergencies and illness happens and it may not always be possible to give a lot of notice of absence but if possible please let us know so we are best able to utilize our interpreting resources.

**Absences in excess of 2 consecutive missed classes/appointments will result in suspension of interpreting services until student contacts the Disability Services office to discuss the situation and reinstate services.**

We hope that your educational experience here at Metropolitan State University is a positive and successful one. Please let us know if there is any other way that we can be of assistance to you in your education while you are a student here.

Julie Bauch, CI/CT  
Lead Sign Language Interpreter / Interpreter Coordinator  
Disability Services

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