

Request & Agreement for Interpreter Services The Accessibility Office

Section I: Student Information (Please type information or print legibly)

Student Name: _____
Last First Middle

Student ID: _____ Bucks Email: _____

Cell Phone: _____ Home Phone: _____

Section II: Course & Semester Information

Academic Year: _____ Fall Winter Spring
 Summer I Summer II Summer III

Courses for indicated semester: **Please include course and section numbers** (Example: MATH 095-N10)

#1	Building: _____	Room: _____	Days/Times: _____
#2	Building: _____	Room: _____	Days/Times: _____
#3	Building: _____	Room: _____	Days/Times: _____
#4	Building: _____	Room: _____	Days/Times: _____
#5	Building: _____	Room: _____	Days/Times: _____
#6	Building: _____	Room: _____	Days/Times: _____
#7	Building: _____	Room: _____	Days/Times: _____
#8	Building: _____	Room: _____	Days/Times: _____
#9	Building: _____	Room: _____	Days/Times: _____
#10	Building: _____	Room: _____	Days/Times: _____

Section III: Terms & Conditions

The Accessibility Office (TAO) works with students to provide appropriate support services in order to make classes accessible at all Bucks County Community College campuses. There is no charge to students for these services. Read and follow this policy to make sure the services work effectively for you, and are in place when you need them.

Student Responsibilities:

- A.** In order to receive services each student user will
1. Contact TAO at least one month in advance before registering for classes
 - a. All requests will be considered
 - b. Requests received later may take longer to provide
 2. Go to class regularly
 - a. Interpreter services may be stopped if a student has repeated and/or unexcused absences.
 - 1) An unexcused absence means the student did not contact the Accessibility Office as soon as possible.
 - 2) Having transportation problems is an unexcused absence.
 - b. In case of an emergency, efforts should be made to contact TAO in order to cancel interpreter services for that class

- 3. Contact TAO if you have concerns about the interpreting services provided in your class
 - a. TAO will work with you and the interpreter to assure that the interpreting meets your needs
 - b. Tell the interpreter exactly what you would like her or him to do differently
- 4. Be on time for classes or interpreters will leave
 - a. If you arrive more than 10 minutes late no services may be provided for that class
 - b. If a student is late more than twice, interpreter services may be stopped until the student resolves their lateness issue with TAO
- 5. Only one (1) warning will be provided to students before services are stopped
 - a. Students who are in danger of losing services due to lateness, more than three unexcused absences, or other abuse of the service must meet with the TAO Director
 - b. A plan will be created to either continue or stop the services depending on the efforts made by the student to attend classes and stay in contact with TAO

Interpreter Responsibilities:

- A. As a reasonable accommodation for students requiring interpreting services, the Accessibility Office at Bucks County Community College will
 - 1. Interpreters will arrive on time for class.
 - 2. Interpreters will provide appropriate sign language interpretation, according to professional standards, RID Code of Ethics, and any specific recommendations agreed upon between TAO and/or the student
 - 3. Interpreters will notify The Accessibility Office if they will not be able to attend the scheduled class.
 - 4. Interpreters will wait at least 10 minutes. If the student arrives more than 10 minutes late no services are required to be provided for that class. The interpreter should notify The Accessibility Office.
 - 5. Interpreters will notify The Accessibility Office if a student is absent from class.

Please read and type your signature if you agree to the terms and conditions below. **Your typed signature will be binding.**

I have read and understand the above information:

Student Signature	Date
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If this form is incomplete or not provided to the Accessibility Office (TAO) at least one (1) month prior to the start of class, it will delay your ability to receive interpreting services in a timely manner.

This form must be filled out every semester you require accommodations.

PLEASE NOTE:

You have the right to appeal any decision regarding academic accommodations that is made by the Accessibility Office (TAO) staff. The appeal process form and information may be found on our website: www.bucks.edu/accessibility or stop into our office – Student Services Center, to request a hard copy.

Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category.