



PROCEDURE FOR REQUESTING INTERPRETERS

Individuals who are requesting interpreter services MUST comply with the following procedure:

1. Student must complete an intake with the Disability Support Services Office.
2. Request for an interpreter should be made by completing the correct paperwork, including this form and the Student Request for Interpreter Form at least six weeks before the beginning of the semester for which they are requesting interpreters.
3. Student will need to schedule an appointment to complete an intake meeting, please email the DSS Office at dss@bowiestate.edu , an interpreter will be provided for you.
4. Request must be accompanied by the list of classes to be covered, the location, type of class and faculty's or instructor's name.
5. Students who add a class must fill out a new request form. Students who drop classes must notify the Disability Support Services Office as soon as possible.
6. Students requiring additional interpreter services for special projects, programs, meetings, or assignments must request services at least seven working days in advance. We understand that at times, meetings may be immediate, and we will address those accordingly.
7. Due to issues concerning liability, interpreters are not permitted to provide services in students' homes.
8. Bowie State University is not financially or otherwise responsible for any student who enters into a contract with an interpreter without following the university's written procedure for requesting interpreter services.
9. If in the event a student is dissatisfied with the skill level, adequacy or competence of the interpreter, the student must contact the Disability Support Services Office to appropriately address this issue.
10. Students must inform the Disability Services Office of any class absences or cancellations as soon as possible to ensure proper notification of interpreters.
11. **Role of the Interpreter:** The interpreter's sole function is to provide equal access by interpreting information that requires auditory processing for H O H or deaf students. The interpreter is neither a tutor nor an assistant to the faculty or instructor.

Student Info

Name:

Date Requested:

Email:

Street Address:

City:

County:

State:

Zip Code:

Campus Attending: Bowie Main Campus: Laurel: Shady Grove:

Eastern Shore: USM at Southern Maryland: Virtual:

Specify preferred ASL signing method:

Course Code	Instructor	Building/Room #	Start/End date	Days and time	Class Type

Signature of Student:

Date: