Responsibilities & Agreement of Students Utilizing Notetaking &/or Sign Language Interpreting/CART Services

GENERAL RESPONSIBILITIES:

• All students receiving interpreting, CART and/or note taking services are required to have disability documentation on file in the Disability Access Services (DAS) Office.

• A “Request for Accommodations” form needs to be completed and provided to the DAS Office. The DAS Office requests forms to be filled out prior to the beginning of each semester in order to ensure appropriate accommodations are in place. The DAS Office reserves the right to provide services in a timely manner for any late requests.

• The DAS Office must be notified of any changes in the student’s class schedule as soon as he/she is aware of the changes. These include any classes added, dropped, cancelled or withdrawn and any changes in location or time.

NOTE TAKING SERVICES:

• The student will supply the instructor with the “Student Volunteer Opportunity” memo and note taker packet so the instructor can announce the position and provide the paperwork to the note taker. This packet must be picked up from the DAS Office.

• It is the responsibility of the student and/or instructor to find a note taker. In the event a note taker isn’t found, it is the student’s responsibility to notify the DAS Office.

INTERPRETING/CART SERVICES:

• All services for sign language interpreting or CART will be scheduled by the DAS Office.

• It is the responsibility of the student to notify the DAS Office 24 hours in advance of ANY class cancellation or student absence. The DAS Office will then inform the providing agency of the cancellation.
  - If class is at 9:00AM on Tuesday, 24 hours advanced notice means you contact the DAS Office BEFORE 9:00 AM on Monday. Contacting DAS at 8:00 AM on Tuesday is NOT advanced notice and will be noted in the file.

• NO SHOW: The Student must notify DAS as soon as possible as to the reason for the failure to cancel services when not attending class. The student may be subject to suspension of service or charged a surcharge when the no show behavior occurs the second time in a semester unless he/she can demonstrate a “good cause.” (In Complaint No. 09-92-2101-I University of California Davis, the Office of Civil Rights found that the policy of suspending services after two class “no show” or late cancellations was in compliance.)

• Tardiness: Interpreters/Transcribers are only required to wait 15 minutes after the course is scheduled to begin.

• Supplemental Needs: If the student needs additional services for a conference with the instructor, team assignments, or to attend tutoring, a request must be submitted and approved by DAS prior to the occurrence of the service. 48 hours notice is appreciated.

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CART:

- The text from the transcriber may not be word-for-word. The transcriber must often condense information in order to retain all essential information while keeping up with the pace of the instructor’s lecture.
- It is the student’s responsibility to request clarification from the instructor. Do not ask the transcriber to explain points of the lecture.
- Copy diagrams from the board or overheads. The transcriber cannot get this information into the notes. The student may also request the instructor make copies of overheads.
- During class, do not watch the computer constantly. Occasionally glancing around the classroom will help to know the emotional tone of the class and will help to prevent eyestrain.

DAS ACTIONS:

- After two consecutive class period absences in a row, without prior notification to DAS, services will be suspended. The student must then meet with the DAS Coordinator before services can be reinstated.
- Suspension of services may occur if the student exhibits any substantiated abusive behavior, physical or verbal, toward the service provider.
- Students who continue to No Show or who continue to not provide 24 hours notice will be subject to a surcharge of $50.00 per infraction. (Case No. 08102026-B, Utah Valley University, the Office of Civil Rights found that the policy of imposing charges for persistent, unexcused no-shows is not an illegal surcharge that violates Title II or Section 504.)
- Students will be notified via email after the second No Show or second failure to provide 24 hours notice to the DAS Office. Students will have the opportunity to appeal the surcharge to reduce charges. Once all appropriate documentation has been completed, a committee will meet to approve/deny the appeal. The student will be notified by email as to the outcome. The surcharge will be placed on each student’s account. Failure to pay will result in a hold on the account.

REINSTATEMENT OF SERVICES:
To have any services reinstated the student must contact the DAS Coordinator and set up an appointment. The student is responsible for scheduling any meetings required for reinstatement. If services are reinstated, the student will be required to complete a reinstatement form outlining the conditions to be met for reinstatement.

I have read and understand the Student Contract.

_______________________________________           ________________________
Student (Print)       Aims ID

_______________________________________          ________________________
Student Signature      Date

To cancel services please contact the DAS Office. Please provide your name and the class you are cancelling.

Phone:   970-339-6388; 970-339-6596
Email:   dana.jones@aims.edu or disabilities@aims.edu
Text:    970-823-2467
In Person: DAS Office, College Center, Room 164

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