INTERPRETER REQUEST AND CONTRACT FORM

Montana State University-Bozeman is committed to provide the best possible interpreting services to deaf and hard-of-hearing student(s) requesting services. In order to achieve this goal, the Disabled Student Services (DSS) office has established the following policies and procedures. Please read over carefully.

REQUESTING AN INTERPRETER:
Deaf and hard-of-hearing students who require sign language interpreting will be provided with appropriate interpreting services. However, as MSU-Bozeman has a small population of students requiring interpreting services, interpreters are hired on an as-needed basis.

In order to ensure availability of an interpreter for classes, requests for interpreting from continuing students need to be submitted for the fall semester by May 1st; for the spring semester by November 15th; and for summer school by April 15th.

Students new to Montana State University need to request interpreting services at least 3 months before beginning classes at MSU-Bozeman.

- An Interpreter Request form must be submitted to the DSS office by the above dates.
- Requests for interpreting services for outside of classroom school-related workshops, meetings, etc. must be submitted in writing to the DSS office at least 3-5 working days before the event.
- Although an interpreter may informally discuss service needs with a student, interpreter services will not be provided unless the student formally requests the service through DSS.

If You Are Absent:

- If you are unable to attend a class or event for which you requested an interpreter, please notify the DSS office as soon as possible.
- During business hours, DSS may be contacted at 994-2824 (voice), 994-6701 (TTY) or via the Montana Relay System.
- After business hours a voice-mail message may be left at 994-2824 via the Montana Relay system.
- An e-mail may be sent to byork@montana.edu.
- A faxed notification may be sent to 994-3943.

When canceling services, the following information must be provided:
- the student’s name;
- the name(s) of the class(es) or event that will be missed (for example, GEOG 105);
- the time, day and date of the class(es) or event that will be missed (for example; 8:00-8:50am, Monday, March 1);
- the date that the student will return to class(es).
*Notifying the interpreter alone is not sufficient. DSS must be made aware of the cancellation*

A repeated number of absences may result in suspension of services, at the discretion of the Director of DSS.

III. PROBLEMS WITH AN INTERPRETER:
Occasionally difficulties occur because an interpreter is unable to meet the needs with the student he or she is working with. If a problem arises, the student should share his/her concerns with the interpreter. There may be a misunderstanding and a simple solution. If the problem is severe, the student should contact DSS immediately. DSS is committed to finding resolutions for any problems that may be experienced.

By signing this document, I fully understand the DSS Interpreting Request and Contract policies and procedures as stated above.

Name (print): ________________________________ Date: ____________

Signature)______________________________