

# **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 1<sup>st</sup>**; for the **spring semester by November 15<sup>th</sup>**; and for **summer school by April 15<sup>th</sup>**.

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](mailto: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)** \_\_\_\_\_