1. Since September 2002, the Disability Discrimination Act places a responsibility on Higher Education Institutions to ensure that disabled students are not at a substantial disadvantage in comparison to students who are not disabled. This includes a responsibility to make reasonable adjustments in order to remove any disadvantage that may exist.

2. For some students with disabilities, an interpreter will be needed to ensure effective communication.

3. It is assumed that any information which a University lecturer conveys during a lecture, seminar, tutorial, practical or fieldtrip is information which may require an interpreter for those with hearing impairments/disability.

4. If a student will have an interpreter with him/her for class, it will be stated in the student’s Memorandum from the Services for Students with Disabilities office (SSD).

5. The student using the interpreter will require the services of a note-taker for notes in class and will benefit greatly from copies of professor notes and handouts of PowerPoint slides and overheads.

6. The duty to ensure that all students have full access to all lectures/tutorials etc. still remains and alternative means of enabling this should be negotiated with the student(s) concerned. Contacting SSD is suggested if there are to be significant modifications.

7. Students requiring interpreter services for classes will work with the SSD office and their Vocational Rehabilitation Services office. Students should supply each with a copy of their class schedule with days, times, and location for each class.

8. Students will be responsible to work with professor(s) to schedule appropriate interpreter service through SSD which are in addition to or outside the regularly scheduled course. After the first week of classes, it is important for the student and professor to review class expectations and syllabus to determine any dates when an interpreter will be required for out-of-class events/activities or when the class will not meet at the regularly scheduled time. A Request for Interpreter Services form will need to be submitted 14 business day’s in advance to schedule appropriate freelance interpreters. However, it is understood that occasions arise where that much advance notice is not possible; all efforts will be made to fill every request but cannot be guaranteed without appropriate notice. The Request for Interpreter Services form may be picked up in the Academic Success Center/SSD office located in Schwitzer 206.

9. The university will do its best to schedule an interpreter for other campus events upon request. When you need an interpreter, please submit a Request for Interpreter Services form.
In order to ensure effective communication for students and to use the resources of the college in a wise manner, please complete the following form to arrange for interpreter services.

✓ Use this form for any UIndy academic activity that you wish to schedule interpreters. Priority will be given to academic requests; however an interpreter may be scheduled for specific extra curricular events.

✓ Services for Students with Disabilities (SSD) requires 14 business day’s notice in order to schedule appropriate freelance interpreters. However, it is understood that occasions arise where that much advance notice is not possible; all efforts will be made to fill every request but cannot be guaranteed without appropriate notice. Return this completed form to SSD in Schwitzer Student Center 206.

Today’s Date: ______________________

Name of Person Requesting Interpreter: ____________________________________________

Phone: ______________________ Ulndy email address ___________________________________

Date interpreter needed __________________________, ______/_____/20___

Day of week Month Day Year

Name of Event ________________________________________________________________

Reason Interpreter is needed ____________________________________________________

(i.e., class assignment, meeting with professor, etc.)

Beginning Time of Event _______ A.M. / P. M. Ending Time of Event Time _______ A.M. / P. M

Time of day Time of day

Ulndy location ________________________________________________________________

(include building name and room number/name)

Please include any specific interpreter requests. If this is required for a course, add the course and the professor’s name.

________________________________________________________

Services for Students with Disabilities
1400 East Hanna Avenue
Schwitzer #206
Indianapolis, Indiana 46227-3697
(317) 788-6153 Fax: (317) 788-6117