



## **PROCEDURE FOR REQUESTING INTERPRETERS 2016-2017**

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

1. Student must complete an intake with the ADA Coordinator or Disability Support Advisor at the campus you will be attending or the campus closest to your home.
2. Request for an interpreter should be made by completing the correct paper work, including this form and the Student Request for Interpreter Form no later than six weeks before the beginning of the semester for which they are requesting interpreters.
3. To schedule an appointment, please contact the Disability Support Services office at your campus; Leonardtown (240 -725-5420) ; Prince Frederick (443-550-6009); La Plata (321-934-7614); by email at [Glennisd@csmd.edu](mailto:Glennisd@csmd.edu) or relay call to 301-934-7614.
4. For students requesting services for Drivers Education, it is important that you specify the location.
5. Request must be accompanied by the list of classes to be covered, the location, and faculty's or instructor's name.
6. Students who add a class must fill out a new request form. Students who drop classes must notify the ADA Coordinator or the Disability Support Advisor.
7. Students requiring additional interpreter services for special projects and extra credit assignments must request services at least seven working days in advance.
8. Due to issues concerning liability, interpreters are not permitted to provide services in students' homes.
9. The College of Southern Maryland is not financially or otherwise responsible for any student who enters into a contract with an interpreter without following the college's written procedure for requesting interpreter services.
10. If in the event a student is dissatisfied with the skill level, adequacy or competence of the interpreter, the student must contact the ADA Coordinator to appropriately address this issue.

11. Students must inform the Disability Services Office of any class absences or cancelations as soon as possible to ensure proper notification of interpreters.

**Role of the Interpreter**

The interpreter's sole function is to provide equal access by interpreting information that requires auditory processing for hearing-impaired or deaf students. The interpreter is neither a tutor nor an assistant to the faculty or instructor.

**Name:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **County:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_

**Campus Attending:**            **La Plata**            **Prince Frederick**            **Leonardtwn**  
    **Waldorf**            **Lexington Park**            **Other:** \_\_\_\_\_

**Preferred signing method:** \_\_\_\_\_

Course Number	Instructor	Building/Room #	Start/end date	Days and time

\_\_\_\_\_  
**Signature of Student:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Parent/Guardian Signature if student is under 18:**

\_\_\_\_\_  
**Date:**