

# American Sign Language (ASL) Interpreting Policy

## Purpose:

To ensure the accessibility of Cascadia College, Student Accessibility Services (SAS) will provide ASL Interpreting services to students who require them. Faculty will be notified beforehand of an ASL Interpreters presence in the classroom. Below are the guidelines for students to follow when requesting ASL Interpreting services:

## Student Responsibilities:

1. New students need to schedule an “Access Meeting” with SAS. During this meeting students will request ASL Interpreters services and discuss other possible accommodations the student may be eligible for. If a student requires ASL Interpreting services for the “Access Meeting”, please note schedule the meeting one week before your desired appointment time.
2. ASL Interpreting requests for classes should be made at least **(6) six weeks before the start of the quarter**. This gives the ASL Interpreting agency and SAS the necessary time required to ensure each student’s request has been filled.
3. If a student is planning to be absent from a class, please give SAS at **least 48 hours notice**.
4. In case of emergency or illness, contact SAS immediately by emailing accessibility@cascadia.edu and SAS will notify the ASL interpreters of the student’s absence.
5. All ASL Interpreting requests need to made through SAS. ASL Interpreters cannot schedule sessions or extra time with a students.
6. Students must notify SAS immediately if they plan to add or drop any of their classes.
7. Additional ASL Interpreting requests can be arranged through SAS (ex: appointment with an advisor, special on-campus event). All additional ASL Interpreting requests need to be made with SAS **(1) one week** **before the desired date.**
8. It is critical for students to follow the timelines listed above. Scheduling interpreters involves a lot of time and coordination. ASL Interpreters may not be available is requests are made on short notice. If a student has concerns about not being able to request ASL Interpreting services within the above listed timeframes, please contact SAS immediately.

## Contact:

If there are any questions or concerns regarding this accommodation, please contact SAS at 425.352.8261 or by emailing accessibility@cascadia.edu.