Sign Language Interpreters

Sign Language Interpreters are available for academic purposes primarily for those students with hearing loss or who are Deaf.

Contact Information

Interpreter Coordinator:
Ashley Poulos
(330) 972-7928
adj18@uakron.edu

Deadlines for Service Requests

All requests are to be made to the Interpreter Coordinator by the following deadlines, which vary depending on the type of request:

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Deadline</th>
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<tr>
<td>Classroom lectures/labs</td>
<td>1 month before the 1st day of the semester</td>
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<tr>
<td>Field trips, art/theatre performances</td>
<td>10 days before the date needed</td>
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<tr>
<td>Single meeting/appointment request</td>
<td>5 business days before the date needed</td>
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A good faith effort will be made to fill requests after the deadline, but the availability of interpreters at that point may be limited. Alternative accommodations may need to be arranged.

Priority of Services

Requests from students will be filled according to the following priorities:

1. Classroom lectures
2. Classroom labs
3. Class required activities (i.e. required field trips)
4. Student/instructor meetings

Schedule Changes

Any change in student’s schedule must be reported to the Interpreter Coordinator and updated through STARS immediately. The Office of Accessibility will make a good faith effort to fulfill all requests, but please be aware that requests made after a semester has started may result in a delay of services. Please see your disability specialist about other accommodations to assist you during this time.

Student and Interpreter No Shows

If a student does not attend a class, the interpreter will wait 15 minutes before contacting the Office of Accessibility as soon as possible. If the Interpreter Coordinator is not available, the interpreter will leave a detailed message. Interpreters are not required to stay if the student is absent/no shows.

If an interpreter does not report to an assignment, the student should wait 15 minutes. If the interpreter still has not reported, please contact the Office of Accessibility as soon as possible. The Interpreter Coordinator will follow up with the interpreter.
Both interpreters and students must notify the Office of Accessibility at least 24 hours in advance, whenever possible, if they will not be able to attend class/assignment.

Cancellation of Service

If a student is absent from three class sessions without notifying the Office of Accessibility, services may be interrupted. The student will need to meet with the Interpreter Coordinator in order to determine whether the accommodation will be continued. If absences without notification continue, interpreter services may be cancelled.