

Colorado State University-Pueblo
Student Life – Disability Resource Office
Student Notification Policy – Interpreting Services

The Disability Resource Office understands that there are occasions and circumstances that will cause you to miss a class or activity for which Interpreting Services are provided. Some of these absences will be planned and some will not.

Notification of Absences

It is your responsibility to notify the Disability Resource Office and your interpreters of any planned absences. You are required to give at least 24-hour notice if you will not be attending a scheduled class. If you need to cancel a scheduled academic meeting, appointment, or classroom activity, you are required to give at least 24-hours notice. This notification is essential so that the interpreter can be reassigned.

In case of illness or emergency, you must notify the Disability Resource Office as soon as you are able. If you miss more than two class periods of a class in a row without notice to the Disability Resource Office, there may be no interpreting service for the next time that class meets. (See below).

An interpreter will be required to wait twenty (20) minutes for you to arrive at class, after which time he/she will be permitted to leave if you have not appeared. This will be considered an absence. Failure to show for a scheduled class or event will be documented and will influence your priority for future scheduling.

Notification Procedures

If you are planning to miss a class, or need to cancel Interpreting Services for a particular activity, you need to notify the Disability Resource Office and your Interpreters for that class. The Disability Resource Office can be contacted Monday-Friday, 8:00am -5:00pm, by email: dro@csupueblo.edu, or phone at 719-549-2663 (voice).

Suspension of Services

After two consecutive class period absences in a row, without prior notification to the Disability Resource Office, your Interpreting Services will be suspended. You must follow the procedures outlined below in order to reinstate Interpreting Services.

After reinstatement of services, if you again miss two consecutive class periods without prior notification to the Disability Resource Office, your Interpreting Services may be indefinitely suspended. In addition, if your attendance in an individual class is inconsistent, you may have your Interpreting Services discontinued for that class.

Suspension of service may also occur if you exhibit any substantiated abusive behavior, physical or verbal, toward your Interpreters.

Reinstatement of Service

To have your Interpreting Services reinstated you must contact the Disability Resource Office to set an appointment. You are responsible for scheduling any meeting required for reinstatement. If services are reinstated, you will be required to sign an agreement outlining the conditions to be met for reinstatement.

I have read and understand the Student Notification Policy.

Student Signature

Date

Revised: 8/15/2008