

DASS Interpreter/Captionist Request

appointments must submit a written email or in-person request to DASS for those services at least three (3) business days before the event is to take place. For example, if the event in question is on Monday, the student must contact DASS on the Wednesday before the event. If a student becomes aware of an event less than three (3) business days in advance, the student should notify DASS as soon as possible. Services cannot be guaranteed without such advance notice.

V. Cancellation or change in schedule, absence or lateness

If the requested Interpreter/Captionist services are not needed by the student because he or she will not be attending the class or the event in question (e.g., due to a scheduling change, cancellation, illness, etc.), the student must cancel the arrangements by notifying DASS in writing (email to dass@smu.edu), by phone, or in person as soon as possible, preferably at least forty-eight (48) hours before the class or event is to take place