

## DASS Interpreter/Captionist Request Procedures for Students

### **I. Introduction**

Southern Methodist University is committed to providing students an equal opportunity in higher education. The office of Disability Accommodations & Success Strategies (DASS) works to assure that all University programs are accessible to students with disabilities in the University community. The University has adopted the following procedures governing the provision of Interpreter/Captionist services for students who are Deaf or Hard of Hearing.

### **II. Academically Required Events Scheduling**

1. Students who have significant hearing loss and need the service of an interpreter or captionist must first submit documentation to DASS and be approved for accommodations. An online request form can be found at <http://smu.edu/alec/RequestForAccommodationsForm.asp>
2. Once approved, students should make individual requests for Interpreters/Captionists through the DASS office with specific information about the course (i.e. times, dates, duration, locations). Providing a schedule of their classes is needed at this time.
3. DASS will need as much advance notice as possible to ensure arrangements are made in a timely way. Ideally, students should make their requests at least 3-4 weeks before classes begin. Late requests will be processed in the order they are received.
4. Students have a responsibility to notify DASS as quickly as possible when they drop and/or add courses, since the arrangements for Interpreters/Captionists must be altered/adjusted.

### **III. Billing and Payment**

1. Interpreters/Captionists will be hired at their current rate with SMU.
2. DASS covers payment for Interpreter/Captionists needed to ensure access in mandatory class activities, e.g., out of class assignments, required advising, and faculty office hours.
3. Other University departments are responsible for covering payment for Interpreter/Captionists as follows:
  - a. University-wide commencement events for student requests should be paid for by the Registrar
  - b. Revenue generating events (plays, camps, sports events) as well as non-revenue generating and Academic Department-sponsored events (lectures, seminars, meetings, symposia, etc.) should be paid for by the Registrar

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