

Interpreter Policy

Lincoln College is committed to providing qualified interpreters as needed to provide equal access to the College's programs and services.

*To request interpreter services for **regularly scheduled classroom purposes**, students must register with ODS and*

- Provide appropriate documentation and inform ODS of interpreting needs and preferences.
- Provide ODS with a schedule as soon as registration has been completed.
- Report any changes in daily or weekly class schedules to ODS as soon as possible.
- Inform ODS in advance whenever interpreter services will not be needed or if the student will be arriving late to class. The interpreter will wait twenty minutes before leaving a class or appointment. If 3 incidents occur in which ODS is not notified that services are not needed or that the student would be late, the student will need to meet with ODS.
- All interpreter services must be scheduled through the Office for Disability Services. Lincoln College will not be responsible for interpreter costs without prior ODS approval.
- Contact ODS immediately if there are questions or problems with interpreter services.

*To request interpreter services for **additional College-related needs** throughout the semester, students should*

- Submit a request in advance (recommended 5 business days) for interpreter services that are needed to fulfill any needs for advising, meetings with instructors, or other Lincoln College meeting.
- Inform ODS if scheduled interpreter services will not be needed or if the student will be arriving late to the scheduled appointment. The interpreter will wait twenty minutes before leaving the appointment. After three failures to notify ODS that services are not needed, the student will need to meet with ODS.
- All interpreter services must be scheduled through the Office for Disability Services. Lincoln College will not be responsible for interpreter costs without prior approval from ODS.
- Contact ODS immediately if there are questions or problems with interpreter services.