

## **Statement of Understanding DHH Student Responsibilities**

### **Attendance and Punctuality**

Students are responsible for getting to their classes on time and should be aware that interpreters are required to wait only 15 minutes. Each student is responsible for notifying Disability Services by 12:00 p.m. (noon) at least one day prior to missing class (except in the case of an emergency). **Students must contact DS by emailing Libby Tipton ([tiptone@etsu.edu](mailto:tiptone@etsu.edu)), Jenny Page ([pagej@etsu.edu](mailto:pagej@etsu.edu)), AND the graduate assistant ([dsterps@etsu.edu](mailto:dsterps@etsu.edu)).** Although students may exchange phone numbers with interpreters for convenience, it is *still* the responsibility of the student to contact Disability Services. **Failure to attend class without notifying Disability Services may result in suspension of services.** When the student has failed to notify Disability Services of an absence three times, the student will be required to make an appointment with the Interpreter Coordinator to discuss reinstatement.

Failure to provide notice will result in the following actions:

- 1) First "No-Show": A copy of the policy and appropriate notification procedure will be emailed AND mailed to you.
- 2) Second "No-Show": You will be notified by email AND mail that you have two "No-Shows." A copy of the notification policy will be emailed and mailed to you. You will need to return a signed letter of understanding indicating that you received a copy of the policy and procedures.
- 3) Third "No-Show": You will be notified by email AND mail that you have three "No-Shows." Services will be temporarily suspended until you meet with the Interpreter Coordinator to discuss reinstatement of services.
- 4) For each subsequent "No-Show": You will be notified by email AND mail that you have more than three "No-Shows." Services will automatically be suspended and will remain suspended until you make an appointment and meet with the Interpreter Coordinator & DS Director to discuss reinstatement of services.

These policies will be followed even if you have not received notification. For example, if you have 3 or more "No-Shows" in a week, interpreting services will still be suspended, even if you have not received a letter from DS. Two classes missed on one day still counts as two "No-Shows" if DS has not been contacted. Repeated cancellations of interpreter services with less than 24 hours' notice may also result in permanent suspension of services.

It is also the responsibility of the student to remain awake and attentive during class time. Sleeping during class will be dealt with in the following manner:

1. First offense, when the student awakes, the interpreter will warn the student to stay awake during class, and then the interpreter will notify the Interpreter Coordinator.
2. Second offense, the interpreter will leave the classroom and notify the Interpreter Coordinator.

3. On the third offense, the interpreter will leave the classroom, notify the Interpreter Coordinator, and services will be suspended indefinitely.

For interpreter requests outside of regularly scheduled class times, students are to complete the Interpreter Request Form two weeks prior to the event (or as soon as they are aware of the need). If the form is turned in to the Interpreter Coordinator less than 5 **working** days prior to the event, no guarantee will be made that services can be provided. The form can currently be found at: [http://www.etsu.edu/students/disable/INTERPRETER\\_REQUEST\\_FORM.doc](http://www.etsu.edu/students/disable/INTERPRETER_REQUEST_FORM.doc).

Students are encouraged to discuss any classroom concerns directly with the interpreter before coming to talk to the Interpreter Coordinator. However, students can make an appointment to discuss any issues concerning interpreting services with the Interpreter Coordinator.

### Communication Devices

Students should take care of personal business at times other than when an interpreter is being provided, either in class or an extra-curricular activity. Because personal communication devices, such as Sidekick or Blackberry, interfere or distract from fluency in communicating, the student is expected not to utilize these devices during class time. Devices should have audible rings and beeps turned off. The student should wait until s/he is not in class or using an interpreter to utilize a personal communication device. In addition, text messaging or emailing during class time is considered both rude and disruptive. As a result, **communication devices such as Sidekick and Blackberry are prohibited during class**. Both interpreters and students are asked to wait until after class time to utilize these devices. Any use of cell phones or other personal communication devices during class will be dealt with in the following manner:

1. First offense, the interpreter will warn the student to discontinue cell phone use, and then the interpreter will notify the Interpreter Coordinator.
2. Second offense, the interpreter will leave the classroom and notify the Interpreter Coordinator.
3. On the third offense, the interpreter will leave the classroom, notify the Interpreter Coordinator, and services will be suspended indefinitely.

I have read the statement of understanding above and hereby agree to abide by the policies contained therein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Student and Date

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Witnessed by DS Staff