Westminster College
Disability Services

Usage of Interpreting Services
Guidelines and Agreement (#340K)

I, ________________________________, understand that if I am provided with interpreting services for
_________________________ semester at Westminster College, I will accept the following responsibilities:

When requesting services, I:
• Will meet with the Director of Disability Services if making any changes (registering,
adding/dropping) to classes which I require interpreters. (A hold will be placed on my account after
interpreters have been arranged for the next semester courses.)
• Understand that my accommodations may not go into effect until I have given my accommodation
letters to my faculty.
• Understand that service providers are there to provide services in that particular class or event and
are not directly assigned to me.

When services are needed for academic events outside of class, I will:
• Request services and provide complete information (start time, end time, and location) at least one
full business day before the event (e.g. meetings, appointments, student groups).
• Request services and provide complete information at least one week (7 days) in advance for a field
trip (i.e. anything off-campus) or on-campus play.
• For any permanent service (e.g., weekly tutoring.), provide complete information (start time, end
time, and location must be in a public venue) at least 2 full business days before the first event.

When late to classes or events, I:
• Will contact the DS office with my estimated time of arrival, service provider name(s), class name,
and time.
• Understand that after notifying DS that I will be late, the service will wait no more than half the class
(event) period.
• May contact the DS office if I arrive after more than half the class (event) period has passed and my
service provider(s) are not there. If the service provider(s) are available, they will be sent to my
class (event).

When absent from class/standing appointment or when class or standing appointment cancellations
occur, I will:
• Email lindseypicklemorton@gmail.com & disabilitieservices@westminstercollege.edu as soon as
possible but preferably 24 hours before the class or appointment.

When receiving services, I will:
• Have respect for my service providers;
• Avoid having disruptive or distracting conversations with service providers;
• Behave in an appropriate manner and in other ways follow the Student Code of Conduct.

I have read and understand the Usage of Interrupting Services Procedures and Agreement and I agree to
follow these rules to the best of my ability.

______________________________
Student Signature

______________________________
Date

______________________________
Print Name

(Adapted from Utah Valley University, Accessibility Services Department, Student Contract for Communication Access Services) Revised 7/2019
At the beginning of the semester:

- Your faculty members will be notified ahead of time that an interpreter(s) will be in the class as an accommodation for you. It will also be in your Letter of Accommodation later in the semester.
- Your faculty members will also be given a card stating best practices when working with American Sign Language Interpreter.
- The first day of class the interpreter(s) will discreetly introduce themselves to the faculty members and answer any questions the faculty may have.
- We will email you a picture of the interpreter(s) for each class before the semester begins so that you can locate them on day one and make introduction. Please arrive to each class a bit early.