



OFFICE OF DISABILITY SERVICES STUDENT COMMUNITY GOVERNMENT, INC. SIGN LANGUAGE INTERPRETER POLICIES

GUIDELINES FOR STUDENTS

- Students needing sign language interpreter services for an event sponsored by SCG, Inc. or one of its officially recognized Student Organizations should request accommodations as soon as possible, but no less than 7-10 business days before the date of the event by contacting SCG, Inc. at via Rhode Island Relay 711, (401) 456-8088, ricscg@ric.edu, or stopping by the SCG, Inc. offices.
- The student requesting the service must sign SCG, Inc.'s Release of Information and Attendance Policy form available in the SCG, Inc. office.
- If an interpreter cannot be found, SCG, Inc. may offer the use of CART (Computer Aided Real-time Transcription) as an accommodation.
- Students are expected to fulfill their responsibilities: to attend meetings or events and be on time, and notify SCG, Inc. and the interpreter as soon as possible if they will be late or cannot attend the meeting.
- After two unexcused student absences (without notification), the sign language interpreter services will be suspended until the student meets with the President of SCG, Inc. to review the use/misuse of the service.

GUIDELINE FOR INTERPRETERS

- SCG, Inc. provides sign language interpreters with the name of the student and the location and time of the meeting or event.
- Interpreters are expected to be on time.
- If an interpreter is unable to fulfill a contracted commitment for interpreting services, he/she must attempt to find a qualified substitute. SCG, Inc. must be notified of the absence and of the nature of the substitute. (No payments will be made unless a substitute can be found.)
- Interpreters must be licensed, except in the event that one cannot be provided and the absence of the service represents a loss of educational opportunity for the student.
- Interpreters must notify SCG, Inc. of student absences.
- Payment and cancellation of sign language interpreter services are governed by policies established by the State of Rhode Island Master Price Agreement.

NOTE: The preceding information was adapted and modified from the Rhode Island College Disability Services Center's Sign Language Interpreter Policies. For any additional information regarding this policy, please contact SCG, Inc. by Rhode Island Relay 711 at (401) 456-8546.

APPROVED BY STUDENT PARLIAMENT: SEPTEMBER 4, 2013