



Deaf and Hard of Hearing Guidelines

*Responsibilities of the student using the interpreter
and the department's services.*

1.) Notification of intent to attend Kilgore College and utilize Interpreters in the Office of Disability Services (ODS).

- a.) It is necessary for a student and/or the student's family to contact the ODS as soon as possible, Due to lack of qualified Interpreters we need a minimum of Six weeks to locate and secure an Interpreter and or other materials needed to accommodate the Student.
- b.) The ODS and Interpreter Coordinator will make every attempt to locate and provide an Interpreter, but this is not a guarantee that a qualified Interpreter can be found.
- c.) It is the Student's responsibility to inform the ODS of any other equipment the Student is requesting at the Students Intake appointment to attend Kilgore College.

2.) After Classes have begun.

- a.) Deaf and Hard of Hearing Students will need to arrive 15 minutes early on the first day of scheduled classes to meet with their Interpreter and find an appropriate seat in the class to comfortably utilize the Interpreter provided.
- b.) A change in the Students Schedule made by the Student may result in loss of Interpreter services for that Semester.
- c.) It is the Student's responsibility to show up to class on time. The Interpreter will wait up to 15 minutes for the Students arrival, after that time period and non-contact either by a phone call or text with the Interpreting Coordinator, The class will be documented as a NO SHOW and the Interpreter notify the Interpreting Coordinator and leave.
- d.) **After Three (3) No Shows, the Interpreting Services for the student will be Discontinued**, It is the Students responsibility to notify the ODS office and the Interpreting Coordinator to set up a meeting to review and discuss future services for the student.

- e.) **Absences due to sickness or an emergency-** The Student becomes ill, or has an unexpected emergency, it is the Student's responsibility to notify the Interpreter/Interpreter Coordinator as soon as possible. It is understood that these situations will arise and the ODS will review the Student's attendance issues with the Student if this becomes a problem.
- f.) If the Student has an appointment or other obligations and will miss a class or classes outside of the scheduled class or class times, it is the Students responsibility to notify the Interpreter Coordinator 72 hours in advance to cancel the Interpreter.
- g.) If a Student is a no show for a class without contacting the Interpreter or the Interpreter Coordinator it will be understood that the Student will be absent for that entire day and all the Interpreter coverage will be canceled for that day.
- h.) Students will be required to notify the Interpreter Coordinator if services are required for any other Campus activities, including: Meetings with Instructors, Tutoring, and other Staff, Theater performances, Sporting events, or any other meetings with Instructors or Campus Staff, Interpreter services will be provided on a First Come, First Serve Basis.
- i.) If your Interpreter does not show up to a scheduled class, the student needs to contact the Deaf and hard of Hearing Coordinator at (903) 988-3780.
- j.) Students using the assistive technology (FM and other Loop Systems, computers,

Speech to Text items) will be responsible to check out and return items to ODS on a daily basis. At times an agreement can be made with the Student and ODS Staff to keep the equipment for a longer period of time. It is understood that the equipment will be loaned out in good working order and will need to be returned in the same condition. The Student will accept liability for items she/he will be checking out.

Damage to the equipment will result in a hold on the Student's Account.

- l.) Interpreters will not be automatically assigned for tests, quizzes, and final exams out of the normal classroom settings and times. It is the Student's responsibility to request these times with his/her Interpreter and or the Interpreting Coordinator.

m.) **REMEMBER: COMMUNICATION IS EXTREMELY IMPORTANT FOR THE ONGOING SUCCESS OF THE STUDENT!**

Acceptance of the Handbook and the Responsibilities listed

I have read and understand my responsibilities and the responsibilities of the Office of Disability Services guidelines listed.

NAME: _____

ID# : _____

Date: _____

Rec: _____