

ASL Interpreting Services: Accommodation Guidelines

Accommodation Description: The Disability Resource Center (DRC) coordinates the provision of interpreting services for classes, campus events, student organization involvement, and study groups through the utilization of a nationally certified American Sign Language interpreter, based on the DRC's approval of interpreting services as a reasonable academic accommodation.

Responsibilities: The student must request consideration of this accommodation from the Disability Resource Center. The student must:

- Email their accommodation letter to the instructor of the course(s) and discuss access needs (such as seating arrangements, etc.)
- **Course Interpreting Request:** Submit one [Request Captioning & Interpreting Services for Class form](#) at least **15 business days prior** the start of the semester for all courses that needs to be interpreted.
 - Email accommodations@ufsa.ufl.edu for any changes to the semester course schedule immediately (add/drop courses, etc.), course syllabi, course materials, etc., location changes, class cancelations, and/or any concerns regarding the provision of interpreting services
- **Interpreting Outside of the Classroom Request:** Submit a [Request Interpreting Services Outside the Classroom form](#) at least **2 business days** for any activities outside of class directly related to UF and your academics (faculty meetings, study groups, student organization, advising appointments, campus events, etc.) that need to be interpreted.

Instructor Responsibilities: The instructor is responsible for meeting with the student to discuss the access needs of the student with regards to their approved accommodation. The following are best practices for facilitating interpreting:

- Email the DRC at accommodations@ufsa.ufl.edu the detailed course structure (lecture, lab, discussion, mixture), course syllabus, course materials (such as PowerPoints, articles, handouts, etc.), class cancelations, location changes, etc.
- The interpreter is a tool for communication; therefore, speak directly to the student.
- Please allow for additional seating in the event more than one interpreter is needed.