



# Service Agreement for Interpreter or Captioning Services

Disability Support Services office

North Dakota State College of Science, 800 Sixth Street North, Wahpeton, ND 58076-0002

\_\_\_\_\_ Students needing interpreter or captioning services are strongly encouraged to register at least four weeks before the beginning of class to ensure that we can locate and procure the requested service. Registration in the Disability Support Services Office and appropriate documentation (ie audiogram) must be provided from a qualified professional prior to services being approved. Failure to do so well in advance to the start of a semester may limit our ability to meet each student's needs in a timely fashion.

\_\_\_\_\_ Suspension of services will occur after two or more no shows or late attendance (more than 15 minutes) to class, unless the student has a verifiable excuse and/or can show good cause. Notification should be made to the Disability Support Services office at (701) 671-2623 or via e-mail Joy.Eichhorn@ndscs.edu within 48 hours. Alternate numbers would be (701) 671-2622 or 2616.

\_\_\_\_\_ The student agrees to enter into and sign this service agreement in order to access services.

\_\_\_\_\_ If the student wishes to cancel interpreter or captioning services for a particular class period, they may do so with a 48 hour advance notice.

\_\_\_\_\_ The student may appeal a suspension within 90 days of the suspension date.

Service Requested: \_\_\_\_\_

Course name:	Instructor:	Room number:	Days and time of class:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disability Services Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_