Transcription Service Policy

Transcription services are arranged for students who are deaf or hard of hearing. Students must adhere to the following protocols in order to receive transcription services:

- Notify Student Access Office (SAO) at the time of registration of transcription needs or transcribers to be assigned to your classes. Requests for transcription services for classes should be made at the time of registration, but no less than four (4) weeks prior to the start of each semester. Late requests will be filled as soon as possible.
- Requests for transcription services for campus events should be made at least two (2) weeks prior to the date of the event. Late requests will be filled as soon as possible.
- Students must complete the Request for Transcription Services Form for all transcription needs.
- When you are unable to attend class and/or events due to illness or other reasons, notify SAO two (2) full business days in advance. Two (2) full business days advance notice is required to cancel transcription services without a penalty. Students who develop a pattern of missing classes and/or events without SAO may be held responsible for transcription costs.
- Students must notify SAO of class scheduling changes, including room location changes, course selection changes, or of class time changes.

________________________________________________________________________
Student Signature

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SAO use only:

________________________________   Date: ___________