

**Disability Resources and Testing**  
**Tarleton State University**  
**Deaf Services**  
**Effective: January 1, 2021**

**Disability Resources and Testing (DRT)**

If you are a student seeking deaf services, please register with our office. Registering with DRT is a separate process than applying to attend Tarleton. Please contact Disability Resources by phone (254-968-9400) or email ([drt@tarleton.edu](mailto:drt@tarleton.edu)) and visit the [Disability Resources](#) website for more information.

**Scope of Sign Language Interpreter and CART Services**

Sign language interpreters and CART services are provided, to qualified students registered with DRT, for access in the classroom and other academic related activities at no additional cost to the student and/or department.

**Non-academic Sign Language Interpreter and CART Requests**

Requests for sign language interpreting and/or CART services for non-academic programs or events should be directed to, and handled by, the sponsoring entity (office or organization). DRT can provide information on interpreter/ CART services to the sponsoring entity upon request.

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**Deaf Services Guidelines**

Tarleton State University is committed to providing an accessible and supportive environment for students with disabilities.

The following guidelines help make that commitment possible.

## 1. Interpreter/CART Requests

If you have already registered with DRT and need an interpreter or CART Services please fill out the appropriate online Deaf Services Request Form located on the DRT website.

Interpreter/captioning services are in high demand. Providing these services requires advance planning and cooperation to ensure that effective services are provided. To that end, please complete the appropriate Deaf Services Request Form in its entirety and with as much advance notice as possible.

## 2. Late Requests

Students must complete the Deaf Services Request Form three (3) business days before services are needed. Requests made with less than 72 hours notice will be considered late requests. Every effort will be made to fill the request, but an Interpreter/Captionist may not be available. Untimely requests may result in delays, substitutions, or the inability to fulfill the requests.

## 3. Canceling and Modifying Interpreter / CART Requests:

Please provide at least 72 hours notice when canceling or modifying requests.

## 4. Absences and Late Arrivals

If you are going to be absent or arriving more than 15 minutes late to class, please notify our office as soon as possible.

An interpreter will wait 15 minutes for classes up to 90 minutes long and 30 minutes for classes longer than 90 minutes before leaving.

In the event of frequent absences and/or late arrivals, DRT will request a meeting to discuss effective use of accommodations.

- **Three or more times arriving late to class:** The student will receive a letter or e-mail indicating that interpreting services may be suspended due to frequent tardiness. The student must meet with DRT for advisement and/or reinstatement of interpreting services if suspended.

**Failure to provide 24-hour advance notice of cancelation of services will result in the following actions:**

- First Occurrence: A letter or e-mail will be sent to the student reminding the student of these guidelines.
- Second Occurrence: A letter or e-mail will be sent to the student notifying the student that failure to give 24-hour advance notice has occurred two times. The letter or e-mail will also remind the student of these guidelines.
- Third Occurrence: Suspension of interpreting services may be considered by DRT and a letter or e-mail will be sent to the student regarding these guidelines on interpreting services. In addition, the student will be required to meet with DRT to discuss alternate delivery methods, if available. If interpreting services are suspended, a letter will also indicate that the service will remain suspended until the student meets with DRT.
- Fourth Occurrence: Interpreting services may be suspended indefinitely. A letter outlining interpreting services guidelines will be sent to the student along with a notice of indefinite suspension. The student will be required to meet with DRT to discuss alternate delivery methods or disciplinary action.

**5. Late Service Provider**

Contact DRT if your Interpreter / CART provider is not present within 15 minutes of class start time or is continuously late.

**6. Prioritization of Requests**

Initial Request Date: Early requests are given highest priority. DRT will make every attempt to fulfill all requests for interpreter or captioning services. However, a service provider may not be available for requests submitted less than three (3) business days prior to the event.

Providing Necessary Information: The entire Deaf Services Request Form must be completed.

The form requests:

- (a) Your TSU ID
- (b) Your TSU Email
- (c) Service you would like provided
- (d) Information about the event

- (e) Event name
- (f) Event description
- (g) Date of event
- (h) Start and finish time of event
- (i) Location of event (if the event is located off campus we must have an address).

In the event of a theatrical performance, if possible, please provide a copy of the script three weeks in advance.

## 7. Graduation

If you need an Interpreter or CART for graduation, please provide the Graduation Deaf Services Request Form. Please note that it can take up to five (5) business days for a request to be filled.

Please provide the following information about the event you are requesting services for:

- (a) Which college's graduation you will be attending
- (b) Date of event
- (c) Start and finish time of event
- (d) Location of event

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### Student/Interpreter Relationship

The student should not request an interpreter to engage in the following roles: counselor, academic advisor, tutor, friend, in-class assistant, note-taker, professor, or other roles that are unrelated to interpreting services.

### University Appointed Authority

Disability Resources and Testing (DRT) has the authority to make decisions on behalf of the institution regarding academic accommodation requests. DRT may consult with faculty, staff, or the Student Disability Advisory Taskforce when considering specific student requests.

### Confidentiality

Tarleton State University recognizes and respects the sensitive nature of disability related information and adheres to the Family Educational Rights and Privacy Act (FERPA) in



handling such information. All disability related information is collected and maintained by DRT. Documentation of disability is accessed only by DRT staff. For more information regarding parental or student Public Directory Information see, <https://studentprivacy.ed.gov/>.

### **Disclaimer**

This guidance document is not intended to be a final agency action, and may be rescinded or modified at the discretion of DRT in accordance with applicable laws. These guidelines do not establish legally enforceable responsibilities beyond what is required by applicable statutes, regulations, or binding judicial precedent.