

Pellissippi State Community College Services for Students with Disabilities

Student Responsibilities

Academic Accommodation Plan:

An Academic Accommodation Plan is similar to a high school Individual Education Plan (IEP), except ***the student has the responsibility*** of meeting with instructors to present the plan and discuss the needed accommodation. Instructors are not required to provide accommodations without a written plan.

For further tips on appropriate ways to present, please consult [Presenting Accommodation Plans](#)

- Academic Accommodation Plans must be requested each semester. Services and accommodations ***will not be provided*** without a current plan.

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Class Note Takers:

If a volunteer note taker is an approved accommodation, it will be included in the student's Academic Accommodation Plan. Remember, ***the student has the responsibility*** of meeting with his/her instructors to present the plan and discuss the needed accommodation. For further tips on appropriate ways to request a volunteer note taker, please consult: [Obtaining a Volunteer Note Taker](#).

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Interpreter Services:

Students needing an interpreter will fill out an [Interpreter Request Form](#). Qualified interpreters are provided during all scheduled college classes. To receive interpreter services on the first day of class students must submit an Interpreter Request Forms and a class schedule 2 weeks before classes start. SSWD cannot guarantee interpreter services if the request was made less than 2 weeks prior to the start of classes. Nor can SSWD guarantee interpreter services when there has been a schedule change made after the 2 week deadline.

On occasion, SSWD may be unable to find a qualified interpreter for a specific class section. If this happens, students will be given the opportunity to change to another section of the class when an interpreter is available, or students may be offered an alternate accommodation, such as a [TypeWell](#) transcriptionist.

A separate request must be made for extracurricular college-related activity, such as testing, group meetings, counseling, special programs, or tutoring at [TRiO](#). Request forms are required at least 2 weeks before the event, or as soon as students become aware of the need.

- Interpreter services are not automatically provided during final exam week. Interpreters are provided when final exams include a presentation or critique; a request must be submitted for finals each semester.

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Appropriate Cancellation Notification:

Students are expected to notify SSWD immediately if there are any changes in class schedules, such as adding, dropping or changing sections. Cancellations for interpreter services should be received as soon as possible and no later than 24 hours in advance. Cancellations should be made directly to the Interpreter Coordinator or another SSWD staff member.

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Absentees:

As a professional courtesy, students are expected to notify the classroom interpreter and/or the Interpreter Coordinator when they will be absent from class. Twenty-four hours notice is expected.

Habitual no-shows or last-minute cancellations are inconsiderate and unacceptable. After three unexcused no-shows and/or last-minute cancellations interpreter services may be suspended; students may be required to meet with the Interpreter Coordinator and re-submit a new Interpreter Request Form.

An example of an **excused** no-show or last-minute cancellation is a situation that can be documented, such as a doctor's bill or car accident police report.

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Tardiness:

If a student is late for class, the interpreter will wait in the hallway, outside the classroom. The interpreter is required to wait 15 minutes for a 55 minute class and 20 minutes for 80 a minute class. If the student arrives after the interpreter has left, the interpreter will document the tardiness as a no-show. Habitual tardiness is inconsiderate and unacceptable, and a need to re-submit a new Interpreter Request Form may result.

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Code of Professional Conduct:

All interpreters are expected to follow the [Code of Professional Conduct](#) established by the NAD-RID. The Code includes, but is not limited to, confidentiality, impartiality, and professionalism.

SSWD works in collaboration with faculty and administration; therefore, there may be times when an interpreter will share information about students and/or assignments for the purpose of improving the quality of the service and accommodation.

- Exceptions to confidentiality include federal and state laws, and PSCC policy that requires mandatory reporting, such as abuse, threats of suicide, firearms, and illegal substances.

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Feedback Opportunities

To ensure quality interpreter services students will be asked to fill out an [Interpreter Performance Feedback Form](#). This is an opportunity for students to honestly express their feelings regarding the services provided. These forms will be distributed twice each semester: during midterm and semester's end. All forms are submitted directly to SSWD director, Ann Satkowiak.

- If a student feels that an interpreter is not conducting him/herself appropriately, or there is a communication breakdown, SSWD suggests the student discuss the issue with the interpreter as soon as possible. If the problem persists, please contact the Interpreter Coordinator immediately.

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Interpreter Preferences:

Students may request a preferred interpreter. SSWD will do its best to honor the request; however, SSWD can not guarantee the student's preferred interpreter will be assigned to his/her scheduled classes.

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Services for Students with Disabilities

Contact Information

FAX: 539-7218

Coordinator/Lead Interpreter

Michele DeFelice – mfdefelice@pstcc.edu

Room: GN-127

Phone: 539-7249

Cell/Text: 405-8118

Director of Services for Students with Disabilities

Ann Satkowiak – asatkowiak@pstcc.edu

Phone: 539-7153 Room: GN-134

Coordinator

Sarah McMurray – semcmurray@pstcc.edu

Phone: 539-7091 Room: GN-132

Coordinator of Assisted Technology

Don Amos – dwamos@pstcc.edu

Phone: 694-6751 V/TTY Room: GN-131

Technical Clerk

Mary Deschamps – madeschamps@pstcc.edu

Phone: 539-7298 Room: GN 135

I have read Student Responsibilities, and I understand that by accepting my educational responsibilities I am developing self-empowerment skills which will benefit me now and in the future.

Student

Date

Staff

Date