



*University Community (faculty, staff and students)*

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
QUALIFICATION FOR INTERPRETER, READER, NOTE TAKER, AND OTHER ASSISTANCE	December 2004	2509.001e

**PROCEDURE STATEMENT (R)**

Students whose disability makes it necessary for them to need the services of a sign language interpreter, captioner, reader, note taker, laboratory or library assistants shall be entitled to receive such services as may be reasonable to enable them to participate in classes and other academic activities at Florida international University.

Students request classroom assistance at the time they register for services with the Disability Resource Center (“DRC”). A DRC counselor will evaluate the need for such services and, if appropriate for the students’ disability and reasonable in its scope, services requested will be provided. Students may amend their request for services at any time while a client of DRC by requesting such change from a DRC counselor. Students must provide DRC with a copy of their class schedule, as soon as it is available (or if service is requested after commencement of term, at the time the request is made). DRC will make arrangements to acquire the necessary assistance for the student by requesting, in writing, that the class instructor make an announcement advising of the need for a note taker or reader, or otherwise seeking the instructor’s assistance in locating appropriate assistants for the student, or by contacting a qualified interpreter for services. The class instructor is advised to maintain confidentiality in making the request. The assistant is informed of the appropriate amount of services to be provided, which will vary on the course load, difficulty of course, etc. The assistant will be signed on by DRC, and if the assistant is to be paid, the necessary paperwork will be processed through DRC. It is the student’s responsibility to advise DRC if the aids and services requested are not being received or are not adequate to meet the student’s need. It is extremely important that the student so advise DRC as soon as the lack or inadequacy of the aids and services becomes apparent. DRC cannot properly assist a student to correct insufficient aids and services unless the student timely notifies DRC that a problem exists. Students whose disability requires that they receive tutoring are referred to the appropriate academic department, or tutoring laboratories. If a student is not able to attend class (particularly in the case where an interpreter is provided), the student is requested to inform the DRC staff with sufficient time in advance, to allow cancellation of the services. To ensure confidentiality, note takers will be asked to bring their notes to DRC and the notes will be copied and subsequently given to the student requiring notes. Alternative means of copying notes will be considered on an individual basis.

**Fees/Charges:** All fees and expenses in connection with the above noted services are paid by DRC and other appropriate agencies. There is no charge to the student.

**Permits/Identification Required:** Students requesting this service must register with DRC and provide documentation of the disability which justifies the need for the requested service.

**Exemptions:** If a student’s need for a requested service is readily apparent, but supporting documentation is not immediately provided, services will commence upon request, pending receipt of documentation within a reasonable time not to exceed one semester. Assistance will not be provided if the provision of same would result in a substantial modification of the course or program. In the event that any auxiliary aid or service will be considered to cause a substantial modification of a course, requirement, or program, provision of that aid or service may be withheld. Alternate aids and services which will not cause a substantial modification of a course, requirement, or program will be reviewed to see if they will serve the student’s needs.

**Procedure Violations:** Students and assistants are expected to use services in a responsible and appropriate manner. If a student or assistant is abusing services (excessive time, nonschool related services, actions resulting in academic dishonesty, failure to timely cancel services when student will be unable to come to class), the student and assistant will be required to discuss the problem with a DRC Counselor in an attempt to resolve it. Such discussions will be confirmed in writing and the student and assistant are notified that if the abuse is not corrected, services will be terminated. In the event the abuse is not corrected, service is terminated and the student and assistant, when appropriate, are so advised in writing.

### REASON FOR PROCEDURE (O\*)

To provide a system in which qualified students with disabilities students may receive services of interpreters, captioning services, readers, note takers, laboratory, library, or other assistants.

### RELATED INFORMATION (O\*)

Under §504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which gives an abbreviated version of this procedure, is contained in the University catalogue, DRC website and the student handbook. A more detailed description is contained in the Disabled Student Services Guide.

### RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)

Division of Student Affairs  
Florida International University

### RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)

Disability Resource Center  
Florida International University  
11200 S.W. Eighth Street, GC 190  
Miami, Florida 33199  
Telephone Number (305) 348-3532

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

**R\*=Required    O\*=Optional**