

Interpreter and CART Service Agreement

Florida State College at Jacksonville makes every effort to provide access for all students. As a result of the limited availability of sign language interpreters and real-time captionist, the following criteria will be considered when prioritizing the assignment of these services.

- Date of request (services will be prioritized by date of request)
- Type of course (college courses will receive a higher priority than non-academic or elective courses)
- Availability of alternative times/sections for requested course(s)
- Ability of student to voluntarily take courses with an interpreter/captionist already scheduled in the same course at another day/time
- Availability of accommodations that are as effective as the services requested

Interpreter Requests

All interpreters who work for the college have state credentials or RID-NAD certification. Services may be provided face-to-face or remote. Notetakers are usually provided for students utilizing interpreter services.

Captionist

Speech-to-text services may be CART or remote CART services. Students may request the type of services preferred, however, the Student Support Coordinator or Associate Director will determine the method of delivery based on availability. Notetakers are usually not provided for students utilizing real-time captionist as the student is provided a transcript within twenty-four hours of class meeting. Students will not receive transcripts of any missed classes or missed time from class.

Students who utilize interpreter and captioning services are responsible to

- Report any problems to the Student Support Coordinator or Associate Director
- Attend courses as scheduled or notify Student Support Coordinator or Associate Director of non-attendance
- If student is more than twenty minutes late for class, interpreter or captionist will leave and report student as a no show to the office of Student Support Services
- Three no shows for the student in one semester will result in suspension of services and student is required to meet with the Student Support Coordinator or Associate Director to discuss reinstatement of services
- Provide 48-hour notice for planned absences
- Responsible for communicating directly with Professors any questions, concerns, missed classes, and/or making arrangements for missed work. Requests for interpreters should be made through InterpreterServices@fscj.edu and requests for captionist through the Student Support Coordinator or Associate Director.

Student Signature

Student Name (Printed)

FSCJ Student Support Services Staff Signature

Date