Policy: **Qualified Interpreter and Interpreter utilization policy**	
Issuing Department**:** **Office of Disability Services**	
Date last revised: **March 2011**	

PURPOSE
Western Oregon University is committed to nondiscrimination in the delivery of its programs, services and facilities to persons with disabilities.

POLICY
The Americans with Disabilities Act, a federal civil rights law prohibiting discrimination against individuals with disabilities, requires that individuals needing sign language interpreting services receive them from qualified interpreters**.** The federal regulations define "qualified interpreter" very specifically as, "… an interpreter who is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary." It is the responsibility of the individual who is seeking interpreter services to request such services. Community members and students need to request from the Office of Disability Services. Faculty and staff members need to make their request to the department of Human Resources.

Interpreters will interpret the class which matches the primary language of the class for those who qualify and are approved for accommodations. Interpreters will provide interpretation services for those students, faculty or community members who are Deaf or Hard of Hearing whose primary mode of communication access is American Sign Language or other modes of sign language such as PSE or SEE. For those participants whose native language is English but would prefer to utilize American Sign Language, interpreters will not provide translation or interpretation unless the primary language of the course is American Sign Language. In such circumstances when the primary language source of the classroom is American Sign Language then the interpreters will voice for those who sign and sign for those who do not sign.

PROCEDURES
Western Oregon University shall inform persons with disabilities in a timely manner of their right to request and receive reasonable accommodations. Such notification will be provided verbally in announcements and/or written material regarding university programs, activities and services. The Office of Disability Services shall coordinate and provide reasonable accommodations for students and community members, upon request. All presentations, forms, and brochures shall be made available in alternate format upon request. The University shall provide annual training to faculty and staff on workforce diversity which shall include nondiscrimination on the basis of disability.

AUTHORITY
Western is in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1990, ADA Amendments Act 2009 and Oregon Revised Statute 659.405.

RESPONSIBILITY
Complaints alleging discrimination in the delivery of its programs, services and facilities to persons with disabilities should be brought to the attention of the Director of the Office of Disability Services. The Director of the Office of Disability Services and the University's ADA Coordinator are available to assist in resolving a request or complaint. In addition, students and community members may file a complaint or grievance. For questions regarding Western Oregon Universities grievance and complaint procedure please contact Vice President for Student Affairs office.

Date of next review: **March 2013**

Alternate formats of this policy are available from the Office of Human Resources.