Policies and Procedures Related to Use of Interpreters

In order to receive interpretive services through the Office of Disability Services at Illinois College, a student MUST have an open chart with the Office of Disability Services. If a student’s accommodation plan indicates a need for an Interpreter:

1. ALL Interpreters, including substitutes, MUST be hired and scheduled through the Office of Disability Services. Appropriate Interpreters have completed required employment application materials, have been approved for hire as an Interpreter at Illinois College, and is eligible to be paid through the Illinois College payroll system.

2. If you obtain your own Interpreter that is not hired through Illinois College and the Office of Disability Services, you will be responsible for paying that individual. Disability Services will not pay Interpreters that have not submitted the required employment application materials and who have not been approved for hire by Illinois College.

3. If you add or drop a class, please notify Disability Services immediately. Notification will allow Disability Services to make arrangements for an additional Interpreter if you have added a class, or be aware of the potential availability of the Interpreter for others students if you have dropped a class.

4. If you will be missing a class, please give your Interpreter sufficient advance notice or notify Disability Services in advance so the office can inform your Interpreter of your anticipated absence from class. If you fail to attend class for scheduled Interpreters three times without canceling in advance, your scheduled accommodations will be reviewed.

Questions regarding these policies and procedures may be addressed by contacting Alicia Gatti, Disability Coordinator at 217.245.3774.