

Policy Number: LODS 7.00  
Department: Disability Services  
Subject: Interpreters for Deaf or Hard of Hearing  
Date: May 25, 2010  
Policy for: Office of Disability Services-Lancaster Campus  
Procedure for: Office of Disability Services-Lancaster Campus  
Authorized by:  
Issued by: Office of Disability Services

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## I. Policy

USC Lancaster provides federally mandated interpreting services and other accommodations for qualified students who are deaf or hard of hearing. Services involve a variety of language models, including American Sign Language and Cued Speech Transliterators. These services are provided by qualified, certified interpreters who may be hired directly if they are freelancers or through agencies if they are not freelancers. In situations where an interpreter is not available other community resources may be used, including Computer-Aided Real Time (CART) and C-Print.

USC Lancaster is responsible for funding all interpreting services related to enrolled degree and non-degree graduate and undergraduate students. These services are provided for all academic courses and course-related activities such as field trips, internships, and co-curricular activities.

## II. Procedure

Registration with the Office of Disability Services (ODS) can be a complex and lengthy process. Registration may take up to four to six weeks; therefore, students seeking registration and accommodations should start the registration process as soon as they are admitted to the University.

In order to register as a student with a disability and apply for accommodations, students must first complete the "USC Lancaster Office of Disability Services Request for Services" form. Students must also provide documentation of their disability to the ODS. Documentation requirements are specific to the disability, but in general documentation must be from a physician or other person(s) licensed to make the appropriate diagnosis of deafness/hard of hearing. Documentation for deaf and hard of hearing students must include a current audiogram.

Documentation requirements, as well as the Online Disability Services Request for Services form, can be accessed at <http://usclanaster.sc.edu/ODS/>. In order to ensure that you obtain the specific documentation required, the Office of Disability Services recommends that you print the online guidelines and present them to the qualified professional providing your documentation. Students who have accessibility concerns with the online registration links should contact the Office of Disability Services at 313-7448 or visit Starr Hall 127 for assistance. You may also e-mail your concern to <mailto:lancods@mailbox.sc.edu>.