

Title/Subject: **SIGN LANGUAGE INTERPRETER POLICY**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: June 1, 2007

Contact for More Information: University Events, Student Disability Services

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

CMU endeavors to create a welcoming climate which allows all individuals to enjoy programs offered by the University. The University is required by law to provide, upon request, a qualified sign language interpreter for events sponsored by Central Michigan University.

PURPOSE:

The purpose of this policy is to provide guidance and a procedure related to the use of sign language interpreters for Central Michigan University sponsors of programs, events or speakers.

DEFINITIONS:

Qualified sign language interpreter (QSLI): an individual who has been trained and/or certified to use sign language to translate for a person with a hearing impairment.

Sponsor: a college, department, group or unit responsible for organizing an event.

Host: CMU or any of its colleges, departments, groups or units that authorize a third party to use its facilities.

POLICY:

The University will provide qualified sign language interpreters upon request. The University encourages the use of a qualified sign language interpreter for all large public events and the use of locations that are equipped with adaptive devices, even when not requested.

This policy applies to University sponsored off campus programs but does not apply to non-CMU sponsored events.

PROCEDURE:

- Sponsors of events who elect to include a sign language interpreter must work with University Events who will secure the services of a QSLI.
- Any individual request for a sign language interpreter for a CMU event must be made at least ten business days prior to the event.

Authority: M. Rao, President
History: No Prior History
Indexed as: Sign Language; Interpreter; Translate; QSLI

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- All requests should be referred to University Events who will be responsible for:
 - Securing the services of a qualified sign language interpreter. University events will maintain a list of qualified sign language interpreters and their contact information. University events will negotiate payment and schedule with the interpreter. They will work with the appropriate office to assure the QSLI is paid according to applicable university policy and that the proper paperwork is submitted. The expenses of the QSLI will be the responsibility of the event sponsor. Any applicable charges will be included on the invoice from University Events to the sponsoring department, college, group or unit.
 - Assuring that the location for the event is equipped with adaptive devices and arranging appropriate seating and location of the QSLI.

Please refer questions or concerns to the Originating Department.

*Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy.
This document supersedes all previous policies, procedures and directives relative to this subject.*