

Oklahoma State University Student Accessibility Services Sign Language Interpreting Request Terms and Conditions

The following information was established for Oklahoma State University's (OSU) Student Accessibility Services (SAS) to use internally when departments on-campus request American Sign Language (ASL) Interpreters. Interpreters follow ethical protocols from the Registry of Interpreters for the Deaf's (RID) Code of Professional Conduct and OSU.

Cost of Interpreting Services

SAS has a staff of eight (8) qualified, QAST-certified ASL interpreters. SAS has set a standard rate for interpreting services for business hours and after hours. Interpreting services will be charged for a minimum of one (1) hour and will be paid in fifteen (15) minute increments after the first hour. Events lasting more than one (1) hour and fifteen (15) minutes, or that are more difficult, will require a minimum of two (2) sign language interpreters. All interpreting decisions are made at the discretion of the Interpreting Coordinator.

Number of Interpreters	Daytime Hours M-F 8am-5pm	After Hours M-F 5pm-8am, Weekends, & Holidays
1	\$40 per hour	\$60 per hour
2	\$80 per hour	\$120 per hour
3	\$120 per hour	\$180 per hour

SAS covers the cost of sign language interpreters for any d/Deaf or hard of hearing OSU student registered with the SAS office. This includes, but is not limited to: courses in which the student is enrolled; meetings with advisors, professors, teaching assistants, and other students; and student club meetings, tutoring, and career fairs. Students registered with SAS receive priority when requesting staff interpreters.

Departments requesting interpreters for campus events not pertaining to an established OSU student's education will be responsible for the cost of sign language interpreting services. This includes, but is not limited to: workshops, events, performances, etc.

Travel Policy

Interpreters who travel more than fifty (50) miles to the University are compensated for their travel time to and from the work site. If local interpreters are unavailable, departments requesting an interpreter who is required to travel to the University will be responsible for paying for travel time and hours worked.

Availability of Interpreters

In the event staff interpreters are not available, the Interpreting Coordinator will reach out to the requestor listed on the interpreting request form. Departments have the option of requesting a new date or utilizing OSU's state contract with an interpreting agency. When using an agency, departments will be responsible for the entirety of the bill which includes: a minimum of two (2) qualified and QAST-certified interpreters at \$87-\$97 per hour (daytime hours only), drive time, and mileage.

Cancellation Policy

Departments will be charged in full for scheduled interpreting services unless there has been a 24-hour notice of cancellation. Additionally, if the d/Deaf or hard of hearing consumer does not attend the event, departments will still be responsible for covering the entire cost of interpreting services for the scheduled time. All interpreting decisions are made at the discretion of the Interpreting Coordinator. Cancellations must be made via email to the Interpreting Coordinator, Cam Cheek, at cameron.cheek@okstate.edu.