

## **CAL POLY Disability Resource Center Typewell Transcription Agreement**

### **STUDENT RESPONSIBILITIES ARE AS FOLLOWS:**

- Request transcribing services for the upcoming quarter within one week of registering for classes
- Notify the Deaf Services Specialist immediately upon making any schedule changes
- Submit alternate times/sections for requested course(s) when making schedule requests
- Take classes with other deaf students when possible to maximize use of transcribing resources
- Submit written requests for academically related transcribing services outside of regular classroom hours at least **one week in advance**
- Notify the Deaf Service Specialist at least **48 hours in advance** if scheduled captioning services will not be needed
- When ill, notify the Deaf Services Specialist or the DRC office at least **one hour** before the beginning of class
- Submit written requests for transcribers for final exams
- Work with transcriber to agree on specialized vocabulary for specific classes
- Notify the Deaf Services Specialist as soon as possible if, after making reasonable attempts to resolve problems independently, assistance is needed

### **DEAF SERVICES SPECIALIST RESPONSIBILITIES ARE AS FOLLOWS:**

- Meet with student prior to registration date to assist with schedule planning
- Notify student as soon as possible if there are difficulties in scheduling transcribers so that alternate arrangements can be discussed
- Arrange for transcribing services, when available, for academically related requests
- Arrange for alternate accommodations, such as supplemental note taking, sign language interpreting or assistive listening devices, when transcribing services are not available
- Notify instructors in advance that there will be a transcriber present in their classroom and offer suggestions for appropriate use of transcribers
- Arrange for substitutes or tape recorders when transcriber is unable to come to class
- Locate, when possible, transcribers for academically related events outside of regular classroom hours, with one week's advance notice
- Assist with conflict resolution when problems arise that cannot be resolved

**I understand and agree to comply with the above procedures.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DRC Staff Member Signature

\_\_\_\_\_  
Date