



NOTICE

Approving and Scheduling Sign Language Interpreters

This memo provides guidance about seeking approval for interpreters prior to scheduling. Please note that requests should be received ten business days in advance of the event to assure we can provide the needed service. The following individuals are authorized to approve interpreter requests:

EMPLOYEES: Courtney Graber and/or Renee Hiller are the authorized approvers for all interpreter requests needed for employees. This includes student employees if the activity requiring the interpreter is related to their work, such as on-boarding, training, or meetings.

- Submit requests to [ASK HR](#) (select the sub-topic General)

GUESTS: Courtney Graber and/or Renee Hiller are the authorized approvers for all interpreter requests needed for guests performing a service. This includes, but is not limited to, non-student volunteers such as volunteer coaches, guest lecturers, collaborating researchers, and artists-in-residence.

- Submit requests to [ASK HR](#) (select the sub-topic General)

STUDENTS: Molly Tast is the authorized approver for all interpreter requests needed for students. This excludes student employees if the interpreter is needed for work activities. This includes students, student volunteers, and visiting student groups.

- Submit requests to Student Accessibility Services 320-308-4080 or sas@stcloudstate.edu

MEMBERS OF THE PUBLIC: Chocoletta Simpson is the authorized approver for all interpreter requests needed for members of the public attending university events.

- Submit requests to 320-308-5123 or oea@stcloudstate.edu or by completing the form found [here](#).