



ACCESSIBILITY AND DISABILITY RESOURCE CENTER

The UNIVERSITY of OKLAHOMA

ASL/CART Service Agreement: This agreement outlines the expectations for ADRC students regarding timely attendance and communication for all scheduled classes.

1. Timely Arrival

Students are responsible for arriving at all classes on time. In the event of a student's tardiness, service providers will wait for a period of **15 minutes** before leaving for the remainder of the class.

2. Class Absence

- Students must cancel service requests at least 48 hours in advance of the scheduled class time, or as soon as they become aware of their absence.
- In case of an absence, students are required to notify The Accessibility and Disability Resource Center at ADRC@ou.edu. The ADRC will notify the service provider(s) of the student's absence.
- Students are responsible for making up any missed course material due to their absence. They will need to discuss this with their instructor when they return to class.
- **Service Providers** are obligated to report student absences directly to the ADRC by emailing ADRC@ou.edu

4. Consequences of Missed Classes

- If a student accumulates three or more missed classes within a single term, the ADRC will reach out to the student to offer support and review service provider agreement expectations.
- If a student incurs three consecutive absences ("No Show Days") in a particular course without any prior communication with either the service providers or the ADRC, the ADRC reserves the right to suspend interpreting or captioning services for that specific course.
- If a student's service is suspended due to missed classes, they will be required to schedule an appointment with the ADRC Director or Assistant Director before their services can be reinstated.

By signing below, I acknowledge and agree to the terms outlined in this agreement.

Student Name:

Student Signature:

Date: