Deaf, Hard of Hearing, & Deaf-Blind Student Policy Guidelines

As part of George Mason University's continuing commitment to uphold the letter and spirit of the laws that ensure equal treatment of people with disabilities, the university established and maintains the Office of Disability Services (ODS). Under the administration of University Life, the department implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities.

The Office of Disability Services is available to serve all students with disabilities, including those with cognitive (e.g., learning, psychological, and closed head injury), sensory, mobility, and other physical impairments.

As part of University Life's commitment to recognizing and honoring the richness of diversity at Mason, the ODS staff members actively participate in the campus-wide diversity dialogue. The ODS welcomes and encourages all students with disabilities, whether registered with the ODS or not, to identify themselves as members of the disability community, and to engage in the diversity dialogue on campus by getting involved with the ODS and other multicultural programs and activities.

Mission

The Office of Disability Services strives to:

- Promote equal access to students with disabilities in curricular and co-curricular activities within the university experience.
- Foster partnerships with students, faculty, and staff to create environments that are accessible, diverse, and inclusive.
- Empower students to fully participate in the university community.

The Office of Disability Services at George Mason University offers a variety of services for students with documented disabilities. We encourage both prospective and current students to learn more about our services by going to our web site at and/or calling our office to make an appointment with an Office of Disability Services coordinator.

There is further information on the website http://ods.gmu.edu or by calling 703-993-3601(V), emailing apuopolo@gmu.edu, or texting 571-230-4353.
Services for Students and the ODS Process

The Office of Disability Services collaborates with students with documented disabilities and faculty to provide reasonable accommodations, auxiliary aids, and support services that are individualized and based upon medical documentation, functional limitations, and a collaborative assessment of needs. In order to receive accommodations, students must complete the following process:

1. **Submit Intake Form:** Once a student has been admitted to the University, he/she should complete the Intake Form (available at http://ods.gmu.edu/ or the ODS office) and submit it to the Office of Disability Services along with their medical documentation. The student is encouraged to start preparing as early as possible as some accommodations may require significant planning in advance of the semester.

2. **Submit Documentation of Disability:** A student requesting reasonable accommodations must provide appropriate documentation. The documentation guidelines are available on the ODS website. The guidelines will be helpful in working with the medical provider to ensure that evaluation reports are appropriate to document eligibility and support requests for reasonable accommodations. The ODS staff is available to answer any questions regarding documentation guidelines. The University does not provide nor pay for services rendered to meet the above documentation requirements.

3. **Initial Intake Interview:** Once the Intake Form and Documentation of Disability is received and reviewed, an Office of Disability Services staff member will contact the student to schedule an intake interview. At the intake interview, the ODS staff and the student will discuss the student's eligibility, individual needs and tentatively agree upon accommodations.

4. **Accommodations:** After the initial interview has been conducted, a Faculty Contact Sheet will be developed to identify the accommodations. Copies will be given to the student for distribution to faculty members.

5. **Student's Responsibilities:** It is the student's responsibility to distribute the accommodation sheets to the appropriate instructors as soon as possible. Failure to distribute accommodation sheets may cause delay in the provision of services. The student must also keep a copy of the accommodation sheet for his/her records.

6. **Continuing Needs:** A student must meet with an Office of Disability Services staff member prior to the beginning of each semester to review accommodation needs for the upcoming course work. It is the student's responsibility to request this appointment and to do so early enough to allow for the processing of the accommodations.

7. **Grievance Procedure:** Students with disabilities who have any complaints, including, but not limited to, complaints regarding a request for accommodations are encouraged to use the student grievance procedure outlined on the ODS website at http://ods.gmu.edu/students/grievance.php

The Best Time to Apply for Services

To maximize the effectiveness of accommodations, we urge individuals to apply for services 6-8 weeks prior to needing them. Some accommodations take 4-6 weeks to implement. The University cannot guarantee that interpreting and/or CART services will be available on the first day of classes for those students who do not submit their request at least 4 weeks prior to the first day of class each semester.
Qualified individuals are encouraged to contact the ODS prior to or upon enrollment at Mason. It is the ODS’s responsibility to make every reasonable effort to accommodate student needs. If the student encounters structural or attitudinal challenges, please contact us.

**Documentation**

Current documentation from a qualified medical or psychological professional is required in most cases. Documentation should include diagnosis, functional limitations, prognosis and recommended accommodations. Information regarding the nature of an individual's disability is held in strict confidence.

After accommodations are discussed and identified, the student who is D/deaf, Hard of Hearing, or Deaf-Blind agrees to:
- Personally deliver the Faculty Contact Sheet (FCS) that is generated by the ODS and to the course instructor.
- Make personal appointments with instructors/employers regarding accommodations.
- Work with instructors to implement accommodations.
- Maintain contact with the ODS.

**Faculty Contact Sheets**

Before each semester, students are responsible for picking up an accommodation letter from the ODS. This FCS will inform instructor(s) which accommodation(s) students are eligible to receive. After engaging in an interactive process, when appropriate, the coordinator for the D/deaf and hard of hearing will decide accommodations in accordance with the student’s documentation.

Some students who have disabilities in addition to deafness, may also have a simultaneous meeting with one of the associate directors in the ODS who specialize in the other disabilities that affect access to the academic curriculum.

The ODS will also send a letter to professors before each semester to explain the role of service interpreters in the classroom and/or CART professionals.

**Some Accommodations Typically Provided**

Some accommodations that are typically provided include:

- assistive technology
- enlarged type
- FM systems
- in-class notetakers
- nonstandard test-taking accommodations
- priority registration
- sign language interpreters and transliterators
- cued speech transliterators
- test proctors
- transcribers
Some Services Typically Provided

1. Sign Language Interpreters: Sign Language interpreters are in the front of the class, usually in an area near the instructor. The service providers manually signs what is audible and voices what is signed by the student, using English, American Sign Language (ASL) or Signed English.

2. Transliterator: Transliterator are in the front of the class, usually in an area near the instructor. They transliterate the message manually using Cued speech or Signed English.

3. Oral interpreters: Oral interpreters are in front of the class, usually in an area near the instructor. An oral service providers copies spoken words with clear mouth movements with or without using sign language.

4. Notetakers: Notetakers take notes in class and will make copies of class notes to give to the student.

5. On-site Computer Assisted Real Time (CART): CART writers create a verbatim transcript of the class which is then displayed on a computer screen.

6. Remote CART: Remote CART writers are located off-site and are connected to the classroom via an internet connection that relays the verbal communication in the classroom via a microphone in the classroom. The remote captioner then types the message which the student can read on a laptop computer.

For the duration of this document, Sign Language interpreters, transliterator, and CART writers/professionals will be referred to as service providers unless otherwise specified.

Video and Transcription Recording

In the event that the student wishes to record the interpreters, s/he will need permission from the professor and will need to sign a Video Agreement form. For those students receiving CART services, transcripts may be provided to the student upon the ODS’s receipt of a signed Transcript Agreement Form. Video/Audio and transcription may be permissible by the professor without being considered an accommodation with the professor’s approval.

FM Hearing Systems

Students who are D/deaf, hard of hearing, or D/deaf-blind may request the use of an FM system for use in the classroom environment. The FM system utilizes a microphone and a transmitter unit (worn by the instructor) and a receiver and headset (worn by the student). The instructor’s speech is transmitted to the student’s receiver unit (via the FM radio signal) and the student has the ability to control volume and other settings.

The Assistive Technology Initiative (ATI) has a limited number of FM hearing systems available. Please contact them at ati@gmu.edu or 703-993-2143.

Students are asked to keep in mind that it may require a few weeks to decide which device will suit their individual need. For this reason, students requiring FM systems are requested to notify ATI as soon as possible if they want to obtain an assistive listening device. This service is free of charge.
Notetakers
Notetaking services are provided as an academic support for students registered with ODS and are arranged by discussion during the in-take meeting with the coordinator of the D/deaf and hard of hearing. After the student indicates the need for a notetaker, the student will sign up to have a FCS created. On the FCS, there will be a list of accommodations that will include the need for a notetaker.

When the student picks up the FCS, he/she will also pick up enough notetaker packets for each class.

If the student wishes to use a carbon notetaker notebook the student must check it out from the ODS each semester. The ODS will supply the student with one (1) carbon notebook. Students are requested to only use this paper for in-class notes. If regular notebook paper is needed for other reasons, the student is responsible for purchasing it.

Testing Accommodations
Testing accommodations are not automatically given to D/deaf, hard of hearing, or D/deaf-blind individuals. Documentations submitted by professionals must support the need for testing accommodations that might include extended time, or testing in a different format. Intakes requiring test accommodation considerations must be done in consultation with the coordinator for the D/deaf and hard of hearing and disability specialists, associate director or the assistant director of the ODS. Students who will need these types of collaborative meetings should schedule intake appointments as early as possible.

Student Responsibilities

1. Complete registration and intake with required documentation with the ODS.
2. Request the reasonable accommodation of service providers for scheduled class times at least six weeks in advance of the beginning of the semester.
3. Send an e-mail two weeks prior to the event for service providers requests outside of regularly scheduled class times (or as soon as the need for a service provider is discovered).
4. Student must identify him or herself to the service providers on the first day of class or in any new situation.
5. Be on time for all classes, labs, and meetings.
6. Notify the ODS coordinator for the D/deaf and hard of hearing of any schedule changes as soon as possible. Feel free to forward a copy of the class schedule, especially if the class has a schedule that differs from the typical weekly schedule.
7. Arrange seating that provides for optimal distance, lighting, background and angle for viewing the service providers.
8. Direct questions about class material, procedures, policy and related items to the professor/instructor of the course.
9. Reserve interpersonal communications to times before or after class. Interpersonal conversations with the service providers are inappropriate during class time.
10. Notify the ODS coordinator of the D/deaf and hard of hearing if the service providers do not show up to class.
11. Complete academic advising and registration for classes as soon as possible, especially if using service providers.
12. Pick up note taker forms and FCS to give to the instructor on the first day of class.
13. Inform the service providers and the coordinator of the D/deaf and hard of hearing if a known absence will occur, the class is cancelled, if the student will be making a presentation, and/or if a video is to be shown in class.
14. Be responsible and respectful of the service providers and the faculty member.
15. Be familiar with George Mason University, the ODS, and the individual faculty member’s policies and procedures. Know and abide by all Mason and the ODS policies, rules, and regulations.
16. Be aware that the service providers will wait for the student for 20 minutes for each hour of the interpreting event. If the student arrives late, but before the service provider leaves, it is not the responsibility of the service provider to inform the student of missed material. It is the student’s responsibility to obtain missed material from the professor/instructor, note-taker (if applicable), and classmates, the syllabus, or other means following the class meeting or at another appropriate time.
17. Ask the service provider if he/she is available to interpret if the student needs to speak to the instructor or with other students after a class meeting. If not, the student will need to schedule an appointment with the instructor and/or student(s) and request a service provider through the ODS.
18. Remember that the student is responsible for all course content, exams, assignments, and other course requirements. The service provider is not responsible for a grade the student receives. If the student has questions about course content, material, grades, or related course aspects, the student should ask the professor/instructor.
19. Discuss any issues, initially, with the service providers, and inform the ODS after these discussions if the student has communication problems or other issues with the service providers. Do not discuss these issues with other service providers or D/deaf, hard of hearing, D/deaf-blind individuals who may use the service provider for communication access. If the issues cannot be resolved directly with the service providers, contact the coordinator for the D/deaf and hard of hearing who will then meet with the student and service provider individually and together.
20. If services are needed for a university related activity or program other than academic classroom accommodations, contact the organizer of that activity or program as soon as possible to request services.
21. Schedule services for academic needs through the ODS by sending e-mails. If a student schedules services directly with a service provider, the ODS will not be held responsible for compensation or issues that may arise.
22. Do not ask service providers to engage in behavior that could compromise the service provider’s code of professional conduct. Any questions about the code of professional conduct should be brought to the coordinator for the D/deaf and hard of hearing.

**Priority Registration**

Students who are eligible for services are also granted priority registration beginning in their second semester of enrollment at Mason. Registering for classes early allows adequate time for
the ODS coordinator for the D/deaf and hard of hearing to contact and schedule service providers.

**Student Rights**

In addition to receiving in-class accommodations, students may request services for meetings with instructors and advisors, instructor-guided study sessions, and instructor-assigned group project meetings. Students also have the right to request service for any Mason activity that is open to students or the public such as plays, lectures, and student organization meetings.

**Related Academic Program Requests**

Students should inform the coordinator for D/deaf and hard of hearing about planned activities noted on the course syllabus, such as class field trips and videos, which will require services.

Requests for services should be made as far in advance as possible. A minimum of 48 hours' advance notice is usually required in order to locate a service provider; one-week advance notice is preferred. Last-minute requests will be considered on a case-by-case basis.

**Additional Interpreting Requests**

Students may also request service providers through the ODS by emailing ods@gmu.edu. When requests are made, please include the following information:

1. Student’s name
2. Date
3. Starting time to the ending time
4. Exact location
5. Nature of assignment (lecture, concert, etc.)
6. Name of sponsoring department/college (if known)

Students should remember to submit requests as far in advance of the event as possible. Students will use the online form to submit requests. This can be found at http://ods.gmu.edu/services/asl.php.

The coordinator for the D/deaf and hard of hearing will notify the student by email when a services are confirmed.

**Absences, Tardiness, and Class or Event Cancellation**

If a student has not arrived to class and has not indicated that he/she will be arriving late, the service provider is required to wait 20 minutes outside of the classroom.

If the student wishes to attend the class after the service providers has left and the service providers has not been reassigned and is still available, she/he will go to class with the student.

Students who repeatedly are "no shows" in classes without requesting a cancellation of the service may have a required meeting with the director of the ODS and the coordinator of the D/deaf and hard of hearing.
Service providers working evenings and weekends may consider exchanging contact information with students (if both agree) so that students may notify them directly concerning an absence prior to class. Students who are unable to attend class or an event for which a service provider is requested, are asked to please notify the ODS as soon as possible.

The ODS does not have a class attendance policy; however, students are encouraged to know instructors' policies and to attend classes on a regular basis to best ensure academic progress at Mason.

Students are requested to please inform the coordinator of the D/deaf and hard of hearing by emailing apuopolo@gmu.edu, calling 703-993-3601 (V), or by texting 571-230-4353 even if the service providers is already aware that the class has been canceled. Service providers are confirmed through the ODS. The main office can be contacted at 703-993-2474 (V).

Working with the Service Providers

- Service providers employed by the ODS are required to follow the NAD-RID Code of Professional Conduct. Service providers must interpret all information accurately and without bias. They must not add to or delete from any message. They are not permitted to tutor, express personal opinions, or participate in the class in any way. If a student does not understand portions of the lecture or class assignment, it is the student’s responsibility to request clarification from the instructor.
- Sign Language interpreters will follow the RID (Registry of Interpreters for the Deaf) Code of Professional Conduct. Mason views the RID Code of Professional Conduct as a set of important guidelines that should be followed while on assignment. There are situations that supersede the RID Code of Professional Conduct which may include but are not limited to: personal safety of students, faculty or staff, and severe student conduct issues. However, the above issues will be approached in a professional manner. Text support service providers also follow a professional code of conduct similar to the RID Code of Professional Conduct.
- The student’s working relationship with the service providers will be most successful in the context of a team. Together, the student and the service providers should agree on technical or specialized sign vocabulary. If the student has specific sign or style preferences, he/she should communicate them to the service providers.
- If students are scheduled to do a class presentation, they need to provide a copy of notes to the service providers. If possible, students should allow time to meet with the service providers in advance of the presentation.
- Service providers often have full schedules. Students should not expect the service providers to be available to interpret additional questions or comments after the class ends. It is recommended that students schedule a meeting with the instructor during office hours if the student requires additional time; students may request services for the meeting.
- The ODS is committed to providing high quality accommodations for students registered with the department. If students have concerns about the service providers/interpreting process, please make every effort to discuss and resolve them directly with the service provider. If the issue remains unresolved, make an appointment with the coordinator for the D/deaf and hard of hearing at 703-993-3601 (V), 571-230-4353 (v/text), or email apuopolo@gmu.edu.
What the Student Can Expect From the Service Providers:

- Staff will conduct themselves in a professional manner and maintain professional standards at all times while providing services.
- If all of the steps in the above sections are followed prior to school beginning, students can expect a service provider to be in classes on the first day. When the above steps are not completed prior to school beginning or in enough time to secure services, the ODS will still attempt to secure service providers in a timely manner. It will be the student's responsibility to attend classes and keep up with all assignments while the coordinator for D/deaf and the hard of hearing searches for, hires, and assigns service providers.

Service Providers No-Show

If the service providers does not show up for the student's class, students must contact the coordinator of D/deaf and hard of hearing at 703-993-3601 or 571-230-4353. The ODS will then contact the service providers or a substitute service provider will be sent. It is important that students remain in class. While the ODS takes all preventative measures, it is important that the student report these mishaps to help prevent this from happening in the future.

Closed-Captioning

The Assistive Technology Initiative (ATI) will work with the student and professor to determine if movies and videos are closed-captioned. If they are not captioned, the student needs to inform the Assistive Technology Initiative at ati@gmu.edu or by calling 703-993-2143, prior to the movie, to allow time for an ATI representative to work with the professor to ensure the technology is caption friendly. If the movie is not captioned, the student and the ATI center will work with the professor to arrange accommodations.

Classroom Arrangement

The service providers will work with the student and the professor to determine the best place to sit or stand.

If seating in the front is limited, it is the responsibility of the student to make arrangements with the professor. Saving seats is not the service provider's responsibility.

General Information

Many D/deaf students are more comfortable using text pagers or e-mail to contact the ODS. While this is acceptable, know that the technology has its limitations. Texts do not always send when expected and e-mail messages are not always checked as fast as the student may need. As a general practice, the coordinator of the D/deaf and hard of hearing checks e-mail every morning and several times throughout the day. The best way to contact the ODS, if it is an urgent issues, is to text, or have someone place the call for the student. Otherwise, e-mail is acceptable. Please verify issues have been resolved by receiving a response form the coordinator.
If the interpretation is not clear, ask for clarification. Also, if the student is aware of a sign for a word that the service providers continues to fingerspell, students should feel free to let the service providers know the sign. Many of the Sign Language interpreters have learned sign from a specific area. Therefore, they have some regional signs that may be unfamiliar. It is expected that the student let them know when this is causing a communication barrier. The interpreters will be happy to change to a more familiar sign choice. Keep in mind that when there is more than one D/deaf student in a class, the interpreter will need to have the D/deaf students agree on the sign.

If the student has a question about something the professor said, he/she should get instructor’s attention to ask for clarification or set up an appointment.

Failure to complete homework, inattentiveness, or sleeping during class is every student's right. Service providers are not responsible to inform the students of information missed and the interpreters may rest their hands if the student is inattentive. Interpreters are responsible to attend to the information and at a moment’s notice resume the interpretation process. Most of the time the interpreters will continue interpreting despite the lack of attention from the D/deaf students. It will be up to the professional judgment of the interpreter to determine if continued signing is appropriate.

It is expected that students will show respect and courtesy toward service providers. Part of this respect is working with them to meet the student's accommodation needs.

**Interpretation**

- It is the student's responsibility to understand the materials and information presented both in and out of the classroom.
- It is the student's responsibility to make sure the Sign Language interpreters know what form of interpretation is preferred. Every attempt will be made to meet the student’s preferred mode of communication.
- Students should keep in mind that the interpreter is an individual accommodation, not a group accommodation. Therefore, students need to meet with the coordinator for the D/deaf and hard of hearing prior to classes in order to arrange these services. The **accommodation process does not mean that students are permitted to choose the service providers.** It does mean the student may request the mode of communication. If the service provider is unable to meet these needs, then the student should follow the grievance process listed below. This process needs to be completed each semester. Therefore, if a student requested a certain service provider to not work for him/her during one semester and it was granted, the student cannot assume that the service provider will not be assigned in the future. However, if the student feels a service provider's skills are inadequate for an assignment, the student must inform the coordinator for the D/deaf and hard of hearing immediately.
- If a student needs a service provider to voice for them, it is the student's responsibility to work with the service providers. It is in the best interest of the student to do some preparation in advance. At Mason, the service providers are expected to prepare for classes in which they provide services. This means they often read the text, meet with the teacher about the material, and bring complex content issues to training meetings. This process allows them to produce higher quality in their interpretation. Often, D/deaf students assume they should be
able to present and have the same quality of production without giving the service providers the same preparation time they have for producing the verbal message. Although Mason tries to hire professionals who have high quality voicing skills, the profession of interpreting recognizes that, broadly speaking, "voicing" is a challenge. Therefore, it is part of the student's responsibility to help the service providers prepare whenever possible. Things that would be helpful would be a copy of the student's outline, meeting with the service providers before the presentation, informing the service providers of complex ideas or unusual/technical words, and a general overview of the goal of the presentation. All these items will improve the interpretation. Other items that would be helpful to discuss with the service providers are what they will do if they need clarification during the presentation, such as, will they continue to interpret, use a team service provider, or ask the student for this information.

- If the student feels they are being misrepresented by the service providers voicing for them, the grievance process, outlined on page 15, needs to be followed.

**Schedule Changes**

Students must give the coordinator for the D/deaf and hard of hearing advance written notice for any class cancellations, room changes, teacher conferences, field trips, tests, or additional interpreting assignments. Though all efforts will be made to cover such assignments, if students do not give advance notice, they will not be guaranteed service. Only University activities and class-related activities will be provided with services through the ODS. If a student would like to talk with a peer or the professor before or after classes, the ODS encourages such interaction, however, be aware that sometimes the service providers may not be available due to their schedules. If this creates a dilemma for the student, the coordinator needs to be contacted to arrange services.

**Off Campus Mason Related Service Requests**

For off campus service requests there is a **minimum 2 week notice**. The student must first contact the coordinator for the event to see if there will be appropriate accommodations provided. If there are no appropriate accommodations, the student is to make their request with the coordinator of the event. If the event application does not have a place to indicate a need for disability accommodations please contact the ODS with the event materials so the ODS can investigate that situation. If, after contacting the event coordinator, there is still a need for a service provider; please contact the coordinator for the D/deaf and hard of hearing.

The following information will be required for this type of request:

- Name of Event;
- Location of event;
- Date(s) of event;
- Event Sponsor(s);
- Event phone number/e-mail;
- Event Coordinator;
- Event Coordinator phone number/e-mail;
- Instructor of program;
- Instructor of program phone number/e-mail; and
- Is attendance at this event mandatory? Yes or No.
These requests can be submitted online at http://ods.gmu.edu/services/asl.php.

**Tutoring Sessions**

If a student needs a tutor for a class, first arrange the appointment and then indicate a need for service providers. Either the student or tutoring center can arrange for services by submitting the online form.

**Conflict Resolution**

If conflicts arise with another student, service providers or faculty member, these conflicts, when possible, should be resolved between the two parties. If a resolution cannot be reached, follow the grievance procedures as detailed below.

**Grievance Procedure**

Students are encouraged to meet with the service providers and advocate for a positive change before alerting the coordinator. If this is not successful, the following steps should be taken as soon as possible.

1. Contact the coordinator for the D/deaf and hard of hearing and explain the grievance. If the grievance is related to service providers, give a detailed written report to the coordinator. The grievance will be taken seriously and discussed with the service provider and associate director of the ODS. The coordinator will use the information provided to help in assessing the issues relating to the service provider.

   A. After meeting with the student and going over the complaint, the coordinator for the D/deaf and hard of hearing will observe the interpretation or CART transcribing process. The in-class observations will be collected to address the complaint. In the event that the coordinator for the D/deaf and hard of hearing is unable to observe and assess the process, a qualified representative will be assigned.

   B. After the results are collected, the coordinator for the D/deaf and hard of hearing will meet with the D/deaf student to inform him or her about the results. The entire process will be done in a timely manner to ensure students continue the educational process with as little interruption as possible.

   C. If the findings support the student's grievance, the service provider will be removed as soon as is reasonable. If the findings differ from the student's complaint and resolution is not immediate, the service provider will continue as the process continues. The student will be responsible to attend classes and keep up with assignments. The student will also be expected to work with the service provider. In turn, the service provider will be expected to conduct themselves in a professional manner.

2. If the action taken by the coordinator for the D/deaf and hard of hearing is not satisfactory to the student, then the student will need to proceed as follows:
A. Contact the associate director of the ODS. The student will need to complete a service providers request to arrange for interpreting services. If the action taken by the associate director of the ODS is not satisfactory to the student then the student will need to proceed to step 2B.

B. Contact the director of the ODS. The student will need to complete a service providers request to arrange for interpreting services. If the action taken by the director is not satisfactory to the student then the student may contact the ADA coordinator.

**Appealing beyond the ODS**

Complaints can be given to the campus ADA coordinator of Equity and Compliance located in the Office of Equity and Diversity Services D105 Mason Hall, MSN #2C2. (703) 993-8730 (V) TTY: (703) 993-8787 Fax: (703) 993-8899.
I, _________________________________________, a student of George Mason University, have read and understand my responsibilities as described in the procedures outlined in the Deaf, Hard of Hearing, and Deaf-Blind Policy Guidelines; furthermore, I understand that failure to follow these policies may result in the termination of services.

____________________________________________________________
Signature

________________________________                  _____________________
G  Number       Date