



Accessibility Center for Education

Captioning and ASL Interpreting Policy & Procedures Agreement

Description of Services

Interpreting or Captioning Services will be provided for students who are Deaf or hard of hearing with documented profound hearing, and/or speech impairments, but only for required course activities. Students who are Deaf or hard of hearing, and who require captioning or sign language interpreting to participate in class, must meet with a DSPS counselor and related staff to arrange for these services. This should be done during priority registration, or at least four weeks before the beginning of the semester. It may take several weeks to arrange captioning or ASL interpreting services, and any delay in making the request may delay the start of services.

STEPS TO RECEIVE CAPTIONING OR ASL INTERPRETING SERVICE

1. Discuss your need for ASL interpreting or captioning accommodations with your counselor.
2. Fill out a "Request for Captioning/ASL Interpreting" form for each class and return it to Shawna Crawford in the ACE.
3. Confirm the receipt of your request, as well as your class days and times with **Shawna Crawford**, during priority registration if possible, or at least four weeks before the beginning of the semester. Shawna's email is scrawford@chabotcollege.edu, and she can be reached by calling the Accessibility Center for Education (ACE) at **(510) 723-6725**.
4. Stay in contact with Shawna Crawford and the ACE throughout the semester, with the following in mind:

THREE REASONS TO CONTACT THE ACE

1. Absences
 - a. **Planned absences:** If you will be absent for a class you must give notice at least three (3) business days in advance.
 - b. **Unplanned absences:** If you are absent for reason of sickness, please notify the ACE as soon as possible.

NOTE: General absences that the ACE is not given advance notice of, or sickness absences of two (2) or more class sessions for which a doctor's note is not submitted, are considered unexcused. Unexcused absences can result in the suspension or termination of services until the student meets with his/her counselor or other authorized ACE representative.

2. If your interpreter or captioner is late or not present for your class, notify the ACE / Shawna Crawford immediately (within one day).
3. If you add or drop any classes, notify the ACE / Shawna Crawford immediately (within one day).

NOTE: Any changes in schedule can delay captioning or ASL interpreting services.

(Continued)

DON'T FORGET!

- Submit a copy of your course syllabi to the ACE / Shawna Crawford within the first week of the start of your class. This is an essential step to ensure continued service.
- Meet each semester with your counselor to continue receiving accommodations and to inform the ACE of any contact information changes.

NOTES:

- No services will be provided without request, and all requests must be made in a timely manner.
- Captioners / ASL Interpreters are only required to wait for a student to arrive for ten minutes, at which time they may leave, and are required to notify the ACE that the student did not attend class.
- Misuse of captioning transcripts may result in termination of service. Misuse includes sharing class transcripts with other students, or using transcripts for any reason other than as intended for personal academic access to the class.

I have received a copy of this policy and I fully understand and agree to the Captioning and ASL Interpreting Policies and Procedures. I agree that if I do not adhere to these policies and procedures, my captioning or ASL interpreting services may be suspended until I have met with a DSPS counselor to review Captioning and ASL Interpreting policy and procedures. The DSPS counselor may or may not reinstate services at that time.

Student's Name: _____

W Number # (Chabot College Student ID number): _____

Student Signature: _____ Date: ____/____/____

Staff Signature: _____ Date: ____/____/____

RELEASE:

I authorize Chabot College ACE to contact my instructors to notify them that a student will be using captioning or ASL interpreting services in their classes.

Student Signature: _____ Date: ____/____/____