

RESPONSIBILITY OF THE STUDENT USING DE ANZA DEAF SERVICES

1. If you will be absent from class contact the Coordinator at least 24 hours in advance at: donnabradshaw@tmail.com or (408) 310-0625 text msg. Also, notify Deaf Services if you will be late. The interpreter/captioner will wait 20 minutes for a one-hour class, 30 minutes for a two-hour class, and 40 minutes for a class lasting three hours or more. After the wait time is over, the interpreter/captioner will report the “no-show” to the Coordinator.
2. Submit a “Request for Services” the PINK form to the Coordinator each quarter.
3. Set up a notetaker for each class if you feel one is necessary.
4. Submit “Interpreter/Captioner Request” forms one week in advance for all non-classroom related needs, including final exams.
5. If you don't understand what is happening in the class, or you are falling behind, get a tutor. You can set up a tutor through the Tutorial Center in L-47. Apply at the beginning of the quarter if you feel you need one.

ARTICLE V INTERPRETING/CAPTIONING SERVICES

- 5.1 Failure to notify Deaf Services for three (3) missed classes will result in interpreting/captioning services being cancelled. To be reinstated, students must all go through the formal grievance procedure provided by the College to all students.
- 5.2 Interpreters/Captioners will be provided for the deaf and hard of hearing one (1) time only for each course in which the student receives a grade of "C" or better.
- 5.3 A change in the student's schedule after the initial registration period may result in no interpreting/captioning services for the quarter.
- 5.4 A student receiving a grade of "D", "F", or "NC" will be permitted one (1) opportunity utilizing interpreting/captioning services to retake the class in order to improve the grade. This should not be misconstrued to mean that the student cannot retake the class more than once to improve his/her grade. This may be done; however the student will need to arrange interpreting/captioning services through means other than those provided by the College.

I have read and understand the "Responsibility of the Student" and Article V as stated above.

Signature

Date