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## ***American Sign Language Interpreting Services Agreement***

Date\*: \*= required field

Semester/Year\*:

Student ID#\*:

Student Name (First and Last)\*:

Student Email Address\*:

Student Cell Phone Number\*:

Video Phone Number:

Preferred method of contact?\*

The approved accommodation of **American Sign Language (ASL) interpreting services** is only for Accessibility Resource Center (A.R.C.) **Deaf & Hard-of-Hearing (DHH) students**. The A.R.C. is responsible for providing ASL interpreting services for direct-classroom instruction and direct-classroom related activities. Off-campus activities may need additional approval from the A.R.C. Coordinator before interpreting services are set up. The DHH Services Supervisor schedules and monitors all ASL interpreting services on campus.

The following paragraphs describe responsibilities and best practices for DHH students utilizing the accommodation of ASL interpreting services. Please consult this document over the semester to refresh yourself about expectations for these services.

*In recognition that DHH students may have a preference for visual communication/ language over written text, this form can be interpreted/signed into ASL by the DHH Services Supervisor. Please send an email request.*

### *Communication and Updates with DHH Services Supervisor*

DHH students must **ACTIVATE** accommodations by completing a new ASL Interpreting Services Agreement form prior to each semester **and** by **emailing** their class schedule in advance. Please see the **[A.R.C. forms page](#)**.

As the DHH student, it is **my responsibility to email my class schedule before the semester begins** (at least three (3) weeks prior). My request must include complete details about the name of my classes, section numbers, days of the week, and start/end times. Class schedules can be emailed to the **[DHH Services Supervisor](#)** or at by **[submitting a request online](#)**.

**If I change my class schedule (drop or add classes)**, then I am responsible to email these changes to the DHH Services Supervisor as soon as possible. ASL interpreting accommodations are set up based on the original, submitted request information.

### *Class Cancellations/Changes and Campus Events*

It is my responsibility to **keep my personal contact information updated** in my **[GCCCD Self-Service account](#)**. If my contact information changes, I will inform the DHH Services Supervisor.

**As the enrolled student, I must communicate any weekly class schedule changes** such as instructor-cancellation announcements, Testing Center appointments, HyFlex/Hybrid class meeting date changes, or changes in my class location. I understand that it is my responsibility to email the **[DHH Services Supervisor](#)** about weekly changes and not the ASL interpreter's responsibility.

**Campus events and/or activities are considered public accessibility needs.** The A.R.C. is only responsible for classroom-related accommodations. Requests for ASL interpreters at public events may require at least **seven (7) business day's prior notice**. Requests for ASL interpreters for a campus play require **one (1) month prior notice** and proof of a PVAC Box Office ticket purchase. Email the DHH Services Supervisor or complete an **["Academic Activity" request online](#)**.

### *Class Absences and Excessive Absence Policy*

It is my responsibility to **email** a **cancellation of services at least 24 hours before the start of class** if I plan not to attend class (for any reason). *This allows the DHH Services Supervisor to place the ASL interpreters in another class that day.*

If I am **absent two (2) times with less than 24 hours' notice** before the start of class, or I **have two (2) no-shows**, then an automatic *Absence Notice* will be emailed to me. An *Absence Notice* is a reminder about canceling interpreting services 24 hours in advance.

**Three (3) absences with less than 24 hours cancelation are considered excessive absences.** This includes no-shows to class. DHH students will be notified by email that ASL interpreting services have been placed on a temporary hold. This hold on interpreting services is only for classes with high absences or no-shows.

**DHH students experiencing a temporary hold on ASL interpreting services are responsible to book an appointment with an A.R.C. counselor immediately.** Please be sure to request an ASL interpreter for this appointment. Any discussion about the reasons for excessive absences will be kept confidential between the counselor and the DHH student. This temporary hold will remain in effect until cleared by the A.R.C. counselor.

If a DHH student continues to be absent from class after a temporary hold on ASL interpreting services has been lifted, then additional temporary holds will continue with a new requirement to meet the A.R.C. Coordinator or the Associate Dean of Student Services & Special Programs.

**I have read and agree to the above terms and etiquette.**

**By typing my name on the line below, I am providing an electronic representation of my signature for all purposes, similar to a "wet signature" or initial.**

**I agree to the above terms for ASL Interpreting Services through Grossmont College:**