

COLUMBUS STATE

COMMUNITY COLLEGE

Attendance Policy: Students using Sign Language Interpreting and Captioning Services

Class Attendance

Class attendance is crucial for successful academic completion. When a student who uses an interpreter, or captionist provider will be absent from class, notifying the Supervisor of Interpreting and Captioning is expected. If a student misses class he or she needs to meet with the instructor for follow up. Interpreters and captionist providers are not responsible for the student's absence nor their academic responsibilities.

NO-SHOW POLICY

If an interpreter or captionist services have been requested, and you know that you will be unable to attend class, you should provide with at least 24 hours advanced notice so that person can be informed. In some situations, students may not be able to provide 24 hours' notice; however, any advanced notice is helpful. Failure to provide any advanced notice is considered a "No-Show". To give advance notice a student may:

- Email the SUPERVISOR and state which class you will be missing. If more than one class, you will need to list each class that you will be absent from. skillen@csc.edu
- Contact SUPERVISOR and speak either in person or leave a message: (614) 287- 3973 (V) or (614) 429-1224 (video phone)

Failure to provide notice will result in the following actions:

- First "No-Show": An email will be sent to remind the student of the policy and appropriate procedures.
- Second "No-Show": An email will be sent to the student informing the student that they have two "No-Shows." In addition, the email will remind the student of the policy and appropriate procedures.
- Third "No-Show": Services will automatically be temporarily suspended and an email will be sent to the student informing the student of the policy and the appropriate procedure. Services will remain suspended until the student makes an appointment and meets with Sheryl Killen, Supervisor of Interpreting and Captioning Services to reinstate services.
- For each subsequent "No-Show": Services will automatically be suspended and an email will be sent to the student informing the student of the policy and the appropriate procedures. The services will remain suspended until the student makes an appointment and meets with Sheryl Killen, Supervisor of Interpreting and Captioning Services.
- Exception to the "No-Show Policy": If three (3) or more "No-Shows" in any of your classes occur within the same two week period, services will automatically be temporarily suspended and a letter will be sent to the student informing the student of the policy and the appropriate procedures. The services will remain suspended until the student makes an appointment with Sheryl Killen, Supervisor of Interpreting and Captioning Services.
- *The student is still responsible to notify Disability Services of his or her absence even if there is more than once D/HH student in the class.*

**Interpreters/ Captioniers will also report student "No-Shows/No -Calls" to Disability Services.*

I have read the above document and agree to follow the policies and procedures as a student receiving interpreting and captioning services from Disability Services, Columbus State Community College.

Signature _____ Date _____

Cougar ID _____ Email _____