

Disabled Students Program & Services



Policies and Procedures for Deaf/Hard of Hearing Students at Yuba Community College District

Table of Contents

I Available Services

- II Student Rights and Responsibilities**
- III Steps to Enrollment**
- IV Requests for Interpreting Services**
- V Absences**
- VI No Shows**
- VII Testing Guidelines**
- VIII Student Acknowledgement**

Policies and Procedures

I. Available Services

Yuba College provides a number of services for its deaf/hard-of-hearing students. These services include sign language interpreters, oral interpreters, captioning, Video Remote Interpreting, Electronic Ear and classroom note takers. These services are provided through the Disabled Students Programs and Services (DSPS) office.

Yuba College will always try to provide two interpreters for any class lecture over one hour in length.

II. Student Rights and Responsibilities

Rights

- a) * Participation in DSPS shall be entirely voluntary.
- b) * Receiving support services or instruction through DSPS will not preclude me from also participating in any other course, program, or activity offered by the college or from receiving basic accommodations required by state and federal law.
- c) * All records maintained by DSPS personnel pertaining to the student's disability(s) shall be protected from disclosure and shall be subject to all other requirements pertaining to the handling of student's records.

Note: Authorities cited: Title 5 C.C.R. Section 56000 et seq., Education Code Sections 66701, 67312, 70901, 84850.

Responsibilities

- a) * To identify themselves to the DSPS office.
- b) * To provide documentation of disability.
- c) * To use DSPS in a responsible manner.
- d) * To comply with the Student Code of Conduct adopted by the College.
- e) * To provide a minimum of a four-week notice for all major accommodation requests.
- f) * To provide one-week notice to the instructor and DSPS office when they will be testing in the testing center.
- g) * To assume responsibility for testing procedures and to notify faculty and DSPS accordingly.
- h) * To notify instructor of any absences.

III NEW STUDENTS TO DSP&S STEPS TO ENROLLMENT

- STEP 1:** Upon completion of Yuba College Matriculation Process, pick up DSP&S packet and make appointment with DSP&S advisor.
- STEP 2:** Fill out DSP&S application forms before your appointment date.
- STEP 3:** Have your physician/clinical psychologist/audiologist fill out disability verification forms completely.
- STEP 4:** Bring application, disability verification as well as previous Education Plans, transcripts or other relevant educational materials to your appointment.
- STEP 5:** At the time of your appointment participate in an interactive dialog with your advisor to assist in the determination of eligibility for appropriate classroom accommodations and access.
- STEP 6:** Fill out Student Request for Services form based on approved accommodations and turn into front counter reception center.

IV. Requests for Interpreting Services

A) * The DSPS office must be made aware of a need for interpreting services. A *Student Request For Support Services* form must be submitted.

For regular classes: A request for an Interpreter must be submitted four weeks in advance of the start of the class.

For special events, tests, fieldtrips, or other out-of-class or campus activities: A *Student Request For Support Services* form must be submitted two weeks in advance of the date for the special event.

The request form must be filled out completely in order to provide for smooth and efficient use of interpreting services. The following info should be provided:

1. Times that the Interpreter is needed.
2. The class or "event" must be clearly indicated. This includes campus location, room number, and time.

The entire form should be filled out as completely and accurately as possible. If left incomplete a delay of services may result. Staff is available to assist students with questions.

Timeframes for identifying and securing auxiliary aids

B) * In order to insure quality services are provided for communication requests within a reasonable timeframe, the following guidelines apply:

3. Whenever possible students should make their request for services four weeks in advance of event or earlier.
4. Students will be advised by the Interpreter Coordinator of auxiliary aids or services no later than one week before the start of the semester.
5. Original requests for sign language interpreters will continue to be researched by the Interpreter Coordinator.
6. The DSPS Advisor and the Interpreter Coordinator will meet with the student no later than three weeks after the start of semester, for feedback regarding effectiveness of the substitute auxiliary aid.
7. Students have the right to petition for alternate auxiliary aids prior to the three week review by making an appointment with the Interpreter Coordinator.

V. Absences

Students who cannot attend a regularly scheduled class or event must notify the DSPTS office 24 hours before the start of the class or event. Failure to do this will result in an unexcused absence.

After three consecutive unexcused absences, interpreting services will be suspended.

Before interpreting services can be reinstated, the student must meet with a DSPTS Advisor.

VI. No Shows/Habitual Tardiness

The Interpreter will wait five minutes for every scheduled half hour of class time (i.e. one hour class time=ten minute wait, etc.). If the student does not appear within the allotted amount of time, the interpreter will report the “No Show” to the DSPTS office.

Consequently, a “No Show” will be recorded as an unexcused absence.

Three consecutive tardies or “No Shows” for the same class will result in a suspension of services.

Before any services can be reinstated, the student must meet with a DSPTS Advisor.

VII. Testing Procedures

Yuba College offers testing accommodations in the DSPTS office for deaf/hard-of-hearing students who are eligible for extra time or the use of an interpreter. Written authorization from an advisor for the use of these services and should be established at the beginning of the semester.

Students wanting to test in the DSPTS office must schedule a room and/or an interpreter at least one week in advance. The following information is needed:

- 1) The start of the test and length of time allowed for test taking.
- 2) The role of the interpreter during the test (i.e. can interpreter sign questions, clarify questions, fingerspell, etc.).

Unless otherwise established by the teacher, an interpreter may not aid the student during the test taking process.

VIII. Student Acknowledgement

I, _____, have read and understand the policies and procedures as listed in this handout. As a student at Yuba College, I will do my best not to abuse the services offered to me through the DSPS office.

I understand my responsibilities as a deaf/hard-of-hearing student at this college and will immediately inform DSPS of any changes to my schedule.

Print Name

Sign Name

Date