



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Retention, Outreach
and Inclusive Student Services (ROI)

Effective Date: 01/01/2022

Procedure Number: ROI-p.009.02

Student Affairs Working Procedure on Requesting American Sign Language (ASL)

Intent:

To inform students registered with Disability Accommodations & Support Services (DASS) and receiving American Sign Language (ASL) interpreting services, about the responsibilities and procedures for ASL interpreting accommodations and support services offered by DASS.

Background:

CSU Coded Memorandum AA-2014-08, CSU Executive Order No. 1111, The Americans with Disabilities Act of 1990, as amended 2008 (ADAAA); Sections 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; and applicable state and federal laws.

Accountability:

Vice President for Student Affairs, Associate Vice President for Student Affairs – Retention, Outreach and Inclusive Student Services, the Director of DASS and all DASS professional staff, the Title IX Coordinator and students with disabilities requesting DASS accommodations and support services.

Applicability:

Admitted students enrolled full or part-time at CI, admitted CI students attending New Student Orientation, or students enrolled in programs administered through CI Extended University and International Programs who select to self-identify as an individual with a disability and have requested DASS accommodations and support services.

Procedure:

The following apply to all ASL interpreting services including classroom, meetings and academic programs. Disability Accommodations & Support Services (DASS) students are responsible to:

Place all ASL interpreter accommodation requests through the DASS Online Services portal.

- If waitlisted for a course, students will notify DASS staff via an email sent to: accommodations@csuci.edu. This will ensure DASS staff will be prepared to place requests for interpreters in a timely manner.

Meet with the ASL interpreter on the first day of lecture.

- Arrive to class approximately 10-15 minutes early to locate the ASL interpreter, who is typically sitting in front of the classroom.
- Meet the ASL interpreter and exchange email addresses. The ASL interpreter will use a myCI issued email address for all correspondences relating to ASL interpreter services.
- DASS staff will notify students if the ASL interpreter request will be fulfilled utilizing a remote ASL interpreter (not physically in the class at time of service is provided).
- Work collaboratively with faculty and the ASL interpreter to secure a location within the classroom that provides the greatest access to course information without obstructing access to others. Students will be given the opportunity to suggest their first preference for the ASL interpreter location and seating, however, the student will work with DASS staff and faculty to find a location that is agreed on by all involved parties.

Arrive on time for class.

- Students who arrive 15 minutes after the scheduled course time has started, will have ASL interpreter services canceled for the class for the day.
- If students are late to class, they are required to report the reason for tardiness to DASS staff each time. Note, students are not required to disclose privileged medical information in this explanation.

Inform DASS staff of:

- Any course changes by sending an email to DASS at accommodations@csuci.edu.
- Any concerns or challenges regarding accommodations as soon as possible to allow necessary time to address and resolve my concerns.
- Any ASL interpreter services requests for faculty meetings and campus services. Students may request additional ASL interpreter services for a meeting with an instructor, or campus services such as Academic Advising, Counseling and Psychological Services, tutoring resources or for group assignments. Students will contact DASS at least 10 business days in advance of the assignment date.
 - Should students learn of a meeting for which they will need an ASL interpreter less than 10 days in advance of that meeting, they are to notify DASS of the need within 24 hours of receiving notice of the meeting.

- Any needs for ASL interpreter services.
- Student preferences for a specific ASL interpreter will be considered whenever possible. However, there is no guarantee that a specific interpreter will be assigned to a particular class or activity. DASS secures and assigns ASL interpreters based on the following:
 - Type of the assignment (academic vs other);
 - Course format, content and difficulty; and
 - Availability of an ASL interpreter for a particular course/event
- Any late requests. Although every attempt will be made to accommodate late requests, fulfillment is not guaranteed. Requests placed less than 72 hours in advance of the needed date are considered late.

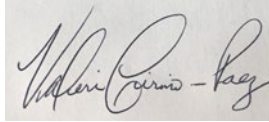
Notify DASS staff and ASL interpreter of any absences or course cancellations.

- Students must notify DASS staff and their ASL interpreter at least 24 hours in advance of absences or course cancellation. Students will report their absences and faculty course cancellations via email to both DASS at accommodations@csuci.edu and to their ASL interpreter’s email address. Should a student learn of an absence or course cancellation less than 24 hours prior to the scheduled course, they should immediately notify DASS staff and the ASL interpreter.
- Students must be present in class to receive the ASL interpreter services.

When students fail to contact DASS regarding absences or tardiness, the ASL interpreter is required to report the situation as a “No Show”. The following is the established procedure and consequences that will be followed when a student receives a “No Show”:

1. 1st No Show: DASS will send a written notice acknowledging the “No Show” and provide the student with a reminder of the requirement of a meeting with their DASS counselor if a “No Show” occurs again.
2. 2nd No Show: DASS will send a written notice acknowledging the “No Show” and the need to meet either in-person, by phone or virtually with the DASS counselor within three-five business days of the listed “No Show” date. If a student does not attend the scheduled meeting, DASS has the discretion to suspend ASL interpreter services until the student meets with the Associate Director of DASS to discuss the policy, procedure and student responsibility required to resume ASL interpreter services.
3. 3rd No Show: Student will be informed in writing that their ASL interpreter services have been suspended, and will be required to schedule an appointment to meet with either the Director of DASS or the Associate Director of DASS to further discuss and clarify DASS expectations and to re-assess student needs.
4. 4th No Show: DASS has the discretion to terminate ASL interpreter services for the remainder of the semester. Services will remain cancelled until the student meets with the Director of DASS or the Associate Director of DASS. Students may

complete the DASS Grievance Resolution form to appeal the decision or meet with the ADA Coordinator at any time throughout the process.



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11/24/2021

Date

Approved:

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DASS Director's name



DASS Director's signature

11/24/2021

Date

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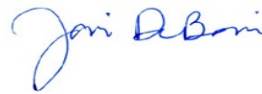
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