



Division of Student Affairs
Disability Accommodations and Support Services (DASS)
Effective Date: 8/1/2025

ASL/TASL Services- Student Responsibilities and Procedures

Purpose:

To inform students registered with DASS and approved for American Sign Language (ASL) or Tactile American Sign Language (TASL) interpreting services of their responsibilities and the procedures for activating, securing, and requesting changes to these accommodation services.

Procedures and Student Responsibilities:

The following responsibilities apply to all ASL/TASL interpreting service requests. Students approved for these services through DASS are expected to follow these procedures:

Submit Requests

Academic Courses

- Submit your ASL/TASL interpreting requests for academic courses through the DASS Student Portal at least 10 business days in advance to ensure DASS staff has sufficient time to schedule services. DASS will make every effort to process late requests, however late requests may not provide DASS staff reasonable time to secure your services.
- If you are waitlisted for a course, notify DASS as soon as possible by emailing accommodations@csuci.edu so interpreter requests can be arranged in advance.
- When submitting your request, student preferences for a specific ASL interpreter will be considered when possible; however, DASS cannot guarantee that a specific interpreter will be assigned to a particular class or activity.

One-Time Service Requests

- Submit one-time interpretation requests for academic needs outside of your regular course schedule, such as faculty office hours, faculty required projects, group work, rehearsals or academic-related campus events by submitting a [request form](#) at least 10 business days in advance to ensure DASS has sufficient time to schedule services. While DASS will make every effort to process late requests, late requests may not allow adequate time to secure your services.

First Day of Class

- Meet with your assigned ASL/TASL interpreter on the first day of class.
- Arrive **10–15 minutes early** to locate the interpreter, who typically sits at the front of the classroom.
- Work with your instructor and interpreter to select a seating location that provides clear visibility and minimal disruption to others.
- Students must be present in class to receive interpretation services.
- Report any concerns or challenges regarding ASL/TASL services to DASS as soon as possible.

Late Arrivals

- If you will be late, notify DASS immediately and provide your estimated arrival time so the interpreter can be informed.
- Students arriving 30 minutes or more after the scheduled start time will be considered a “no-show,” and services will be canceled for the remainder of that class session.

Scheduled Changes

- Notify DASS of any scheduled course or event changes as soon as possible by emailing accommodations@csuci.edu, preferably 24 hours or more in advance.

Communicate Absences

- Notify DASS staff of any planned absences or course cancellations as soon as possible, preferably at least 24 hours in advance, by emailing accommodations@csuci.edu.
- If you learn of an absence or cancellation less than 24 hours prior, you must notify DASS immediately.
- Failure to communicate an absence or service cancellation due to tardiness will be recorded as a “no-show.”

No-Show Consequences:

- 1st No-Show: You will receive written notice from DASS acknowledging the “no-show” with a reminder of consequences for future occurrences.
- 2nd No-Show: You will receive written notice from DASS requiring a meeting, either in person or virtually with a DASS Counselor within 3–5 business days of the recorded “no-show.”
- 3rd No-Show: You will receive written notice from DASS requiring a meeting, either in person or virtually, with the Director or Associate Director of DASS to review expectations and re-assess accommodation needs.
- 4th No-Show: A referral will be sent to the Dean of Students and the Student Conduct Office for review and determination of next steps.