Golden West College Disabled Students Programs & Services
Student Absence/Cancellation Policy

Interpreters/CART providers will wait twenty (20) minutes for students for all services. If the student is absent for class and does not contact the DSPS office, the interpreter/captionist will be on hold until student communicates to DSPS they will be returning to class. Students are responsible for contacting the DSPS office to cancel services twenty-hour (24) business hours in advance. Interpreter/captionist cancellations made less than 24 hours will be considered a “No Show”.

If the student is absent to class without contacting the DSPS office:

**One (1) time:** the interpreter/captionist will not return to class until the student contacts the DSP&S office to request reinstatement of services.

**Two (2) times:** the interpreter/captionist will not return to class until the student contacts the DSP&S office to request reinstatement of services.

**Three (3) times:** the interpreter/captionist may be suspended until student meets with DSPS counselor or Director to reinstate the interpreter/captionist.

The request for reinstatement must be made at least twenty-four (24) business hours before the next regularly scheduled class.

**How to Avoid an Absence:**

- Call DSP&S 24-hour answering machine: (714) 895-8721 voice
  - E-mail: dsps@gwc.eccd.edu

  When you call please tell us:
  1) Your Name
  2) Name of the Class
  3) Class Day and Time
  4) If known, Interpreter/Captionist Name

I have read the above information, and I understand interpreting/captioning services may be on hold if I have one-two (1-2) uninformed absences. I must request reinstatement from the DSPS Interpreter Specialist to get my interpreting/captioning services reinstated. If I have three (3) absences, I must meet with the DSPS counselor or Director before interpreting/captioning services will be reinstated. By signing this document, I accept this responsibility.

_________________________ _________________________
Print Student Name          Student Signature

_________________________   _________________________
DSPS Signature              Date

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