CSCC Semester Attendance Policy:
Students using Sign Language Interpreting and Captioning Services
Columbus State Community College
Disability Services
550 E. Spring Street
Columbus, Ohio 43215
(6140 287- 3973 (V/TTY) or (614) 287- 5989 (V/TTY)

Because interpreting and captioning services must be scheduled ahead of time and are costly, it is very important that students assist Disability Services in using the services wisely. When the Disability Services knows in advance that a student will not be attending class, the office is often able to reassign the interpreter/ captioner.

Student 'No-Show' Policy

After 3rd No-Show/ No-Call - per semester:
Interpreting/ Captioning services will be suspended for that class until the student meets with the Supervisor or the Counselor. It is the student's responsibility to arrange a meeting with the Supervisor or Counselor to discuss attendance. After this meeting, services may or may not be reinstated, depending on the availability of interpreters/ captioners.

*Interpreters/ Captioniers will report student "No-Showed/No-Called" to Disability 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.

Guidelines for Notifying Disability Services

It is important that you contact the office as soon as possible. To notify about an absence:

Email: Sheryl Killen, Interpreting/ Captioning Supervisor at skillen@cscc.edu
Phone: 614-287-3973 or video phone at 614-429-1224

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

Signature_________________________________________   Date_______________

12/12/12