

Coastline Community College—Special Programs and Services
Student Absence/Cancellation Policy

Interpreters will wait twenty (20) minutes for students for all classroom operations. If the student does not show up for class and does not contact the Special Programs office, there will be no interpreting services for the next class session.

If the student is absent to class without contacting the Special Programs office:

One (1) time: the interpreter will not return to class until the student contacts the Special Programs office to request reinstatement of interpreting services.

Two (2) times: the interpreter will not return to class until the student contacts the Special Programs office to request reinstatement of interpreting services.

Three (3) times: the interpreter will be suspended. To reinstate the interpreter, the student must meet with the Special Programs coordinator.

The request for reinstatement must be made at least forty-eight (48) hours before the next regularly scheduled class.

How to Avoid an Absence:

Call Special Programs 24-hour
answering machine:
E-mail:

(714) 241-6214 voice
(714) 751-2072 TTY
cryan@coastline.edu

When you call please tell us:

- 1) Your Name
- 2) Name of the Class
- 3) Class Day and Time
- 4) If known, Interpreter Name

I have read the above information, and I understand that if I have one-two (1-2) absences my interpreting services will not be reinstated until I contact the Special Programs coordinator. If I have three (3) absences, I must meet with the Special Programs coordinator before interpreting services will be reinstated. By signing this document, I accept this responsibility.

Print Student Name

Student Signature

DSPS Coordinator Signature

Date