



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500
CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Interpreting/Speech-to-Text SERVICES POLICY

*Disability Support Programs
& Services*

*Interpreting Services Office
619-388-6634 TTY
619-388-6635 FAX*

DISABILITY SUPPORT PROGRAMS AND SERVICES (DSPTS) INTERPRETING SERVICES OFFICE (ISO)

Date: _____

Semester: _____

Student's Name: _____

When you request interpreting or speech-to-text services it is your responsibility to be aware of the following policy and procedures.

PLEASE READ THE FOLLOWING AND SIGN YOUR NAME IN THE SPACE BELOW.

1. The transcripts I receive from speech-to-text services are for my academic use only. I may not share the speech-to-text transcripts.
2. I must request interpreting/speech-to-text services in a timely manner.
3. Interpreter(s)/speech-to-text service provider(s) will wait at my class for the first 20 minutes of the class. If I am not in class after 20 minutes, the interpreter/speech-to-text service provider will leave and an Absence Notice will be sent to me.
4. I must contact the Interpreting Services Office (ISO) before the beginning of my class if I will be absent.
 - If I am absent from class without contacting the ISO at least 24 hours before the beginning of my class. I will be sent an Absence Notice.
 - If I am absent a second time or more from this same class without contacting the ISO at least 24 hours before the beginning of my class. I will receive a notice suspending my interpreting/speech-to-text services.
5. To get my interpreting/speech-to-text services back, I must contact my DSPTS counselor to discuss my situation. My counselor may or may not reinstate services.

City College DSPTS TTY: (619) 388-3313
Miramar College DSPTS TTY: (619) 388-7301

Mesa College DSPTS TTY: (619) 388-2974
Continuing Education DSPTS TTY (All sites): (619) 388-4811

It is **MY** responsibility to inform the ISO when I will be absent from class.

ISO phone number: (619) 388-6634 (TTY) 24-hour answering machine
ISO email: iso@sdccd.edu

I have read the above and understand this policy. Also, I have received a copy of the Student Responsibilities form.

Student's Signature

Counselor's Signature

Grievance Procedures (Policy 3100-1): In cases where a grievance is related to an academic accommodation, a student is encouraged to contact his/her DSPTS Counselor to initiate the informal process for resolution.

Original: Student

Copy: Counselor