

Crafton Hills College Disabled Student Programs & Services

Deaf Services Student Agreement & No-Show Policy

Contact Marty Milligan by email at mmilliga@craftonhills.edu if you need to arrange for an interpreter for your classes.

After interpreting services have been arranged for you, it is essential that you utilize these services efficiently. Please contact Marty Milligan by email at mmilliga@craftonhills.edu if:

- you plan to be absent from class (24 hours advance notice is required) so that your interpreter can be cancelled for that day.
- you become sick suddenly and will miss class so that your interpreter can be cancelled for that day.
- your class will be cancelled for the day so that your interpreter can be cancelled for that day.
- you plan to drop the class so that your interpreter can be removed from the schedule for that class for the rest of the semester.

If you are not in class when it starts, the interpreter will wait 15 minutes for every hour of the class.

If you miss two (2) class meetings without informing Marty Milligan, then your interpreting services will be temporarily suspended. You will have to meet with Marty Milligan before interpreting services are resumed.

All request for interpreting outside the classroom must be made by sending an email to Marty Milligan. He will arrange an interpreter to accommodate your needs. You must provide advance notice (at least 24 hours) so your interpreting services can be arranged.

Student Signature

Date