

SAAS Missed Tutoring Appointment Policy

Missed Tutoring/Learning Assistant Appointment:

A 24-hour notice is required of any student wishing to cancel Tutoring or Learning Assistant appointments.

- Contact the Tutoring and Administrative Services Specialist for tutoring appointment cancellations: (thomas-harder@uiowa.edu or 319-467-1664).
- Contact the Learning Specialist for Learning Assistant cancellations: (chandler-easley@uiowa.edu) or 319-467-0587.

Any cancellations that need to be made less than 24-hours in advance must be approved by Assistant Athletics Director of Academics (john-brunoiii@uiowa.edu or 319-335-6924). Cancelling an appointment through your Academic Coordinator is **not** an acceptable method of cancelling your appointments and you will be counted as absent from that tutoring session.

A missed Tutoring and/or Learning Assistant appointment is defined as:

- Being more than 15 minutes late to a tutoring/Learning Assistant appointment
 - Not showing up at all for your scheduled appointment
 - If you attend the session unprepared:
 - did not read materials or watched lectures prior to the session
 - did not bring books, notes, writing utensils
 - have nothing to work on

Consequences of a Missed Tutoring/Learning Assistant Appointment:

Missed appointments are recorded as cumulative. For example, if a student has missed one English tutoring appointment and one History appointment then they have missed a total of two tutoring sessions for the semester.

Students who have a history of non-compliance with the Tutoring Appointment Policy may also lose their tutoring/Learning Assistant privileges.

1. 1st missed session – Student-athlete will be assessed a warning. The Academic Coordinator and Head Coach will be notified through the daily tutoring logs.
2. 2nd missed session - Student-athlete charged \$10 for reimbursement. Assistant Athletics Director of Academics will notify Academic Coordinator and Head Coach in daily tutoring logs.
3. 3rd missed session – Student-athlete will be charged \$10 for reimbursement of missed session and **tutorial services will be suspended**. Student will be required to work with their Academic Coordinator to schedule a meeting with the Assistant Athletics Director for Academics to discuss possible reinstatement.
4. If student is reinstated, student will continue to incur \$10 charges for each subsequent absence. Head coach and Academic Coordinators will continue to be notified through daily tutoring logs.
 - Financial reimbursements will be tallied and billed to the student-athletes U-bill account each month.
 - Scholarship money will not cover the cost of missed tutoring appointments.
 - A monthly statement will be sent out each month to students who have missed appointments.

Appeal Process

Student-athletes who have had tutorial services revoked from them due to repeated absences may contest the decision. The student-athlete must present his or her own case to the Assistant Athletics Director of Academics. These proceedings will give the student-athlete an opportunity to present the evidence against him or her. The proceedings shall be confidential. The decision by the Assistant Athletics Director of Academics regarding the sanction to be imposed shall be final. The student-athlete will receive a written notification regarding the decision made by the Assistant Athletics Director of Academics. The Head Coach will also receive an emailed copy of the decision.

By signing below, I acknowledge that I have read, understood, and agree to comply with the tutoring policies set by Student-Athlete Academic Services.

Name (please type): _____ Date: _____