

Missed Appointments or No-Show Policy

Summary

The Academic Center for Tutoring of Columbus State University has consequences for multiple missed appointments.

Purpose

The purpose of this policy is to describe reasons, methods, and consequences of missed appointments in the ACT.

Policy

Missed or "no-show" appointments occur when Columbus State University student clients of the ACT do not cancel their appointments 24 hours before their appointment, or they do not attend their appointment at the recorded scheduled time. Student clients are responsible for cancelling their own appointments, either by cancelling online or by visiting or calling the ACT. Cancellations under 24 hours before a student client's appointment will be marked as missed or as "no-show". If student clients miss 2 appointments, then their permission to make appointments with the ACT will be blocked for 30 days.

Related USG Policy

N/A

Last Update

7/28/2017

Responsible Authority

Academic Center for Tutoring