

## Student-Athlete Academic Services

### *Overview:*

All student-athletes receive a copy of the Missed Tutoring Policy at the beginning of the academic year, regardless of whether the student currently utilizes tutorial services. This is done so that all students are aware of the requirements and expectations placed upon them, as well as the consequences of not adhering to the guidelines outlined in the Missed Tutoring Policy. Student-Athletes are required to sign and return a copy of the policy to the Tutoring and Retention staff, which confirms they have read and fully understand the policy. Academic Coordinators will also present the terms of the Missed Tutoring Policy during their team meetings at the beginning of the semester.

## 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. Students must cancel their appointments with the Tutor and Retention Coordinator ([jessica-buser@uiowa.edu](mailto:jessica-buser@uiowa.edu) or 319-335-9605) 24 hours in advance. Any cancellations that need to be made less than 24-hours in advance must be approved by the Director for Student-Athlete Retention ([john-brunoi@uiowa.edu](mailto:john-brunoi@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:
  - have not read materials prior to session
  - did not bring books, notes or 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. 1<sup>st</sup> missed session – An e-mail “Warning” will be sent to the student-athlete from the Tutor Coordinator. The Academic Coordinator and Head Coach will also be notified. Tutoring will be put on hold until the student-athlete contacts the Tutor Coordinator or Director for Student-Athlete Retention to discuss the reason for missing the appointment.
2. 2<sup>nd</sup> missed session - Student-athlete charged \$10 for reimbursement of missed session. The Academic Coordinator and Head Coach will be notified and a mandatory meeting will be scheduled with the Director for Student-Athlete Retention.
3. 3<sup>rd</sup> missed session - Student-athlete charged \$10 for reimbursement of missed session. The Academic Coordinator and Head Coach will be notified. The student-athlete will be required to meet with the Director for Student-Athlete Academic Services.
4. 4<sup>th</sup> missed session – Student-athlete charged \$10 for reimbursement of missed session. **Tutorial services will be revoked for the remainder of the semester.** A letter will be sent from the Director for Student-Athlete Academic Services to the student-athlete, Academic Coordinator, Head Coach and Sport Administrator.
  - 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. Coaches will be copied on the statement as well.

*Appeal Process*

Student-athletes who have had tutorial services revoked from them due to repeated absences may, within seventy-two (72) hours or three business days following receipt of notice of their revocation of tutorial services, contest the decision. The student-athlete must present his or her own case, in writing, to an Appeals Committee (Director for Student-Athlete Academic Services, Director for Student-Athlete Retention and an Academic Coordinator) no more than seventy-two (72) hours, or three business days, after the written request is received. 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 Appeals Committee regarding the sanction to be imposed shall be final. The student-athlete will receive a written notification regarding the decision made by the Appeals Committee. The Head Coach will also receive a written copy of the decision.

*Outside Tutoring*

If Student-Athlete Academic Services does not employ a tutor in a subject area that you have requested and you choose to hire a tutor outside of the tutorial services that Student-Athlete Academic Services provides, you are the one responsible for payment. If you happen to find a tutor outside of Student-Athlete Academic Services and would like them be paid by Student-Athlete Academic Services, you may encourage that tutor to go through the standard application process. There are no guarantees, however, that that tutor will be hired.

*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 print): \_\_\_\_\_

Date: \_\_\_\_\_