

Student-Athlete Academic Services

Overview:

All students and coaches will receive an e-mail prior to the beginning of the academic semester making them aware of any modifications to the Student-Athlete Academic Services Tutoring Policy regarding missed tutoring appointments. Students requesting tutoring will receive an electronic copy through their Grades First accounts of the new policy and must sign and return a copy to the Tutoring and Retention staff stating that they have read and fully understand the policy. Academic Coordinators will also present the new 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 (betsy-nohavitza@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-brunoiiii@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. 1st 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. 2nd 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. 3rd 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. 4th 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.

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: _____