

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

SCHEDULING AND CANCELING APPOINTMENTS AT THE STUDENT SUCCESS CENTER

Number 02.01.25

Division Academic Affairs – Student Success Center (SSC)

Date November 13, 2014

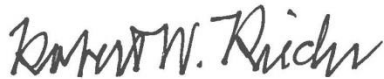
Purpose Academic appointments are a limited resource and the policies establish standards for students so that the academic programs are able to run efficiently.

Policy Students are allotted up to three appointments per subject per week. In addition, for the Tutoring & Writing Program, students may only schedule one appointment per subject per day. Students are requested to cancel appointments twelve hours in advance if they are unable to attend their session.

Procedures Currently enrolled UAH students may make and cancel appointments through the SSC's online scheduling system (TutorTrac), by calling the SSC or by emailing the Tutoring & Writing Program. TutorTrac is programmed to limit students to three appointments per week and one appointment in one day for the same subject for tutoring.

Review Reviewed by Academic Affairs every five years or as needed.

Approval

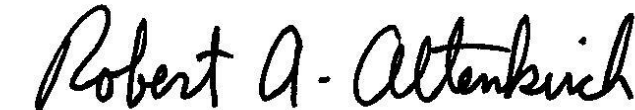


Chief University Counsel



Provost and Executive Vice President for Academic Affairs

APPROVED:



President