ACE TUTORING ATTENDANCE POLICIES
NO SHOWS & LATE ATTENDANCE

- If you do not arrive within 15 minutes of your appointment’s scheduled time, you will be considered a NO SHOW. Tutors are no longer obligated to meet with a student who arrives more than 15 minutes late for his or her session; however, tutors may still choose to do so at their own discretion if the appointment is an INDIVIDUAL appointment.
- If you do not arrive within 15 minutes of your appointment’s scheduled time and you are in a GROUP APPOINTMENT, you are not allowed to join the tutoring session and you will be considered a NO SHOW for that appointment.
- If you are late arriving for an appointment, you will be marked as late in the tutor report. After three late arrivals, your tutoring privileges may be suspended by the Tutor Coordinator.
- Even if you call and cancel an appointment, you will be considered a NO-SHOW if you do not provide documentation of the excuse (e.g., doctor’s excuse) within one week of the missed appointment.
- 2 No-Shows without documentation of an excuse will result in being dropped from tutoring. You may reapply for reinstatement, but you will be put on a waiting list.
- You will receive notification through GradesFirst when you have been marked a no-show for any appointment.

STUDENT-ATHLETES

- Your coach and advisor will be notified through GradesFirst of every NO-SHOW.
- After the 2nd NO-SHOW, you will be dropped from your tutoring session and your coach and advisor will be notified.
- Your tutoring privileges will be suspended until you meet with your athletic academic advisor.
- If you wish to continue tutoring, your athletic academic advisor must request reinstatement to tutoring.
- Adjustments to tutoring sessions (e.g., dropping the session, increasing or decreasing the time for scheduled appointments, etc.) must be cleared by Mrs. Moore and Mrs. Drake after we receive a TUTOR ADJUSTMENT FORM signed by you and your coach or advisor.
- If you have to miss tutoring for ANY reason, you must contact the tutoring center at (256) 782-8223 as soon as possible. Your coach will be notified of all cancelled appointments through GradesFirst.