

## **Cancellation or Rescheduling of Appointments**

Students and employees who have scheduled appointments for training or to meet with a counselor, are required to give timely notice when they need to cancel or reschedule an appointment. Students and employees will be sent a letter alerting them to the fact that they have failed to show up for an appointment and a copy of the letter will be placed in their file.

After three no shows in one semester, with failure to notify us in advance, may result in the temporary suspension of services. In order to reinstate services, students and employees with disabilities will be required to meet with the Associate Director or Director to have their situation evaluated.