

LIBERTY UNIVERSITY

COLLEGE *of* APPLIED STUDIES
& ACADEMIC SUCCESS

Academic Peer Mentoring: Missed Appointment Policy

Note: An Academic Peer Mentoring appointment is considered “missed” if the student cancels the appointment with less than 24 hours’ notice. Arriving more than 20 minutes late to any two meetings with a Peer Mentor will be counted as one missed appointment.

One missed appointment: The student will receive a reminder email with instructions for rescheduling his/her Academic Peer Mentoring appointment.

Two missed appointments: The student will receive a reminder email from the Program Coordinator with a copy of the Missed Appointment Policy and instructions for rescheduling his/her Academic Peer Mentoring appointment.

Three missed appointments: Any upcoming Academic Peer Mentoring appointments with the student will be canceled, and the student will be required to meet in person with the Program Coordinator before any new appointment requests will be approved. Please email aspeermentoring@liberty.edu to schedule a meeting with the Program Coordinator.

Four missed appointments: After fulfilling the steps above, if the student fails to attend his/her next Peer Mentoring appointment, he/she will not be permitted to schedule Academic Peer Mentoring appointments for the remainder of the semester.