

# LIBERTY

## UNIVERSITY

### WRITING SERVICES

#### **Writing Center Cancellation Policy**

- **1-3 occurrences:** If a student cancels or fails to attend up to three Writing Center appointments without giving at least 24 hours' notice, the student will receive a **reminder email** of the Writing Services cancellation policy.
- **4 occurrences:** If a student cancels or fails to attend four Writing Center appointments without giving at least 24 hours' notice, the student will be required to **wait one month** before they are permitted to schedule their next Writing Center appointment.
- **5 occurrences:** If a student cancels or fails to attend five Writing Center appointments without giving at least 24 hours' notice, the student will **no longer** be **allowed** to schedule a Writing Center appointment for the **remainder of the semester**.