University Center for Academic Excellence
Personal Academic Consultation (IC)
Attendance Policy

The University Center for Academic Excellence (UCAE) is committed to helping all students achieve academic success. The following policy is in place to ensure all students have an equal and fair opportunity to benefit from our services:

- If a student cannot keep an appointment, they must cancel online via NinerAdvisor no less than 12 hours prior to the appointment. During the 12 hours prior to the appointment, a student may call the UCAE at (704) 687-7837 to cancel. If the call is not answered, a student must leave a voicemail so we can verify that the cancellation call was made. A student may also cancel by emailing bettergradespeople@uncc.edu.
  
  o Calls to the UCAE or emails time-stamped after the appointment’s scheduled start time will result in a No Show
  
  o 3 cancellations = 1 No Show

- If a student is going to be late, they should contact the UCAE as soon as possible at (704) 687-7837 to see if their late arrival can be accommodated. After 10 minutes, the appointment will be considered a No Show, even if the student arrives.

- Students are expected to attend all PACs for which they have signed up. Failure to attend results in the following:

  o 1\textsuperscript{st} No Show = Student prohibited from attending additional PACs until Missed Personal Academic Consultation Form is filled out and approved by UCAE staff

  o 2\textsuperscript{nd} No Show = Student ineligible for Personal Academic Consultations for remainder of semester until meeting with Assistant Director for Learning Strategies and Instruction to discuss attendance issues