

No-Show Procedure

No-Show: A No-Show is considered any situation when a student does not provide the Office of Disability Resources (ODR) with 30-hour notification that they will not attend a scheduled class or event for which an interpreter and/or CART/Typewell services have been scheduled. A Waiver of No-Show may be granted for students on a case-by-case basis and determined by ODR for reasons related to emergencies and illness. Documentation of the illness or emergency will be requested for consideration.

Students are permitted three “No-Shows” per semester. The ODR will request a meeting with the student after the third No-Show. If the student fails to meet with ODR, after the third No-Show, and a fourth absence occurs without proper notification as specified above, a hold will be placed on the student's account and a fee will be incurred.

Examples include:

- Class being cancelled within the 30-hour notification window, by the instructor but the Liaison and ODR were not informed by the student.
- Student missing class, but failing to notify the ODR and designated Liaison.
- Student arriving late to class. Service providers will wait 10-minutes for 50-min classes/events and 15-minutes for classes/events one hour or longer. If the student does not arrive to class within these timelines, the service provider will leave.

Exceptions include:

- When the University is closed due to emergency or inclement weather.
- When the instructor cancels class with less than 24-hour notice. Verification of a late cancellation by the instructor may be required.

Students should be sure to avoid a No-Show by emailing the Office of Disability Resources (ODR) **and** their Liaison with no less than 30-hours notification of the scheduled class/event absence.

Communication: Please provide the following information to ODR and your Liaison via email to avoid a “No-Show.”

- Name (first and last).
- Name of class(es)/event(s) that you will miss.
 - For example: PSYC 100 class
- Day(s), date(s), and time of class(es)/event(s) that you will miss.
 - For example: Monday, March 5, 2018, 8:00am – 8:50am.

I have read and understand the No Show Procedure as a student receiving support from the Office of Disability Resources at the University of Mary Washington.

Student Signature:

_____ Date: _____

ODR Staff Representative:

_____ Date: _____