

**RMU Counseling Center
Appointment Attendance Policy**

Name: _____

Since demand for services is typically high, we ask that you only schedule appointments that you are confident you will keep. We understand, however, that it is sometimes necessary to cancel or reschedule an appointment. *It is our firm policy that scheduled appointments must be cancelled at least 24 hours in advance.*

If you miss **3 counseling appointments** or **2 psychiatry appointments** by a “no-show,” cancelling with less than 24 hours’ notice, or arriving more than 15 minutes late, or a combination of these, your respective file will be closed and you will be referred to a community provider.

- If your *counseling* file is closed, you will not be eligible for counseling services or psychiatry services for the remainder of the semester.
- If your *psychiatry* file is closed, you will still be eligible to see your counselor, provided you have adhered to the attendance policy guidelines with respect to counseling services.

Note that we may give consideration to extenuating circumstances on a case-by-case basis. *Extenuating circumstances do not include changes in work schedules or other foreseeable conflicts, when given less than 24 hours’ notice.*

Regardless of your status, you are always eligible for the walk-in crisis services at the Counseling Center.

Please acknowledge that you have read and understand this policy by signing below.

Signature: _____ **Date:** _____