

WHAT YOU NEED TO KNOW ABOUT YOUR DISCIPLINARY SANCTIONS INVOLVING THE ALCOHOL AND OTHER DRUG PROGRAM (AODP)

You have been referred for services (perhaps an assessment, or a class, or both) at the Alcohol and Other Drug Program (AODP). AODP services are required as part of your disciplinary sanctions and *you are expected to complete your AODP services in a timely manner, and to keep appointments that you make.*

The AODP has a waiting list of students who need services; therefore, it is expected that you will keep your assessment appointments and attend a class when you have signed up. *If you do not, you will be taking a spot from another student, and you may put yourself at risk of not being able to complete your discipline sanctions by the date listed in your OSCR disposition letter.*

Please read carefully the cancellation policy below:

1. **You will be expected to keep your scheduled appointments**, both for assessment or for class. **Before you sign up, check your calendar carefully** to be sure you can keep the appointment; an exam is not a sufficient reason for cancelling an appointment or class.
2. If you have an emergency, ***please let the AODP know as soon as possible, with as much advance notice as you can provide.*** If you have not given 24-hour notification, you will be asked to **provide documentation regarding the nature of your absence.** In the case of a medical emergency, please provide documentation from a doctor, and in the case of a non-medical emergency, provide documentation from an Emergency Dean.
3. If you miss an appointment or class, you will need to **reschedule at your earliest convenience.** (For assessments, AODP counselors are currently booked out for two to three weeks, making rescheduling difficult. Weeks may pass between assessment appointments, which is not a good way to conduct an assessment in a timely manner, nor to demonstrate that you are attending to your disciplinary sanction.)
4. **IF YOU MISS MORE THAN ONCE, BECAUSE OF THE LEVEL OF DEMAND FOR SERVICES, YOU WILL BE ASKED TO RESCHEDULE IN PERSON RATHER THAN BY TELEPHONE. IN SOME CASES, YOU MAY NO LONGER BE ELIGIBLE FOR SERVICES AT THE AODP.** In that case, you will likely be referred to a qualified professional off-campus, where you will be asked to pay for your services. Assessments typically cost \$200; taking a class typically costs \$100-\$200 and requires a greater time commitment. Either way, your discipline officer may consider you to be in sanction non-compliance, possibly resulting in additional disciplinary action.
5. With any missed appointment, you risk losing your slot, and thus your opportunity to complete your sanction within the timeline specified by your OSCR disposition. **This can result in further disciplinary action and/or a hold being placed on your account, pending completion of your assessment.**