

**FLORIDA GULF COAST UNIVERSITY
COUNSELING AND PSYCHOLOGICAL SERVICES**

Attendance Policy for Mandated Assessments

In addition to counseling and psychotherapy services, Counseling and Psychological Services (CAPS) provides services for students who are referred for *mandated assessments*. Students are mandated for assessment through the Office of Housing and Residence Life or Student Affairs as part of judicial sanction. **Please note that insuring a complete assessment and finished sanction means adhering to these attendance requirements, as well as cooperating fully with the assessment.**

Mandated Assessments are a *minimum of 2 sessions*. The first session is generally an information-gathering session. During the session you will be given a homework assignment to be completed over the next two weeks. Following the first session, you may be asked to complete an assessment packet. The second session occurs *two weeks after* the first session and will focus on feedback. Students should think carefully about their schedules for the next two weeks prior to making their first appointment to insure they can finish the process.

Before first appointment.

- Sign "Consent for Mandatory Assessment" when you meet with the judicial officer, who will forward it to CAPS. The judicial officer will also give you a cashier form.
- Provide CAPS with a receipt from the FGCU Cashier's Office showing payment for the assessment and the sanction letter from the referring party (Housing or Student Affairs). While at CAPS you will be asked to fill out informational paperwork, including this policy.
- When we have received these items, CAPS will schedule your first appointment.

First Appointment:

- **Allow a minimum of 90 minutes for this appointment.**
- Late/Cancel/Reschedule: You are allowed to cancel and reschedule a first appointment one time. Late arrival is treated as a cancellation for the first session.
- No-show: We will not be able to see you for the mandated assessment. You will be referred to a community agency to complete your sanction. This may come at additional cost to you, depending on the agency.

Second Appointment:

- Made for two weeks after the first appointment. Allow one hour for this appointment.
- Homework must be brought **completed** to this session. If you come to the session without your homework, we will cancel the appointment. (see next item).
- Cancel/Reschedule with notice: If you give a **minimum of 4 hours notice** of inability to attend a session, and the clinician has availability in the next 5 work days, we will reschedule you one time. If there is no availability, we will refer you to a community agency to complete your assessment. You should continue your homework until the new appointment.
- Cancel/reschedule Late with No Notice: If you are more than 10 minutes late, or you cancel late, it is considered a no-show. We cannot complete the assessment. We will refer you.
- No-show: we will not be able to complete your mandated assessment. We will refer you.

I have read, understood and agree to these policies.

Print Name: _____ Date: _____

Signature: _____

Upon your request we will provide you with a copy of this document. Please ask your clinician or contact CAPS if you have any questions.