

No-Show/Cancellation Policy and Procedures

Policy and Procedures

Common courtesy and respect have always been the base hallmarks of professionalism. Keeping your word and honoring your commitments is crucial to your reputation and personal brand. Illinois Tech students are expected to always represent themselves and the university in a professional manner. This includes being responsible for managing commitments, appointments, and meetings. It is professional courtesy to follow through on scheduled commitments, be on time, and cancel engagements with plenty of notice if you are unable to attend. The following guidelines have been instituted to protect the reputation of the university and relationship with organizations and corporations, as well as to enforce appropriate workplace and professional behavior.

Career Services regards these incidents as serious offenses and advises you to take special note of the following Cancellation and No-Show Policy Guidelines:

How to Cancel

You must cancel commitments no later than one business day before the scheduled event date to avoid a penalty. Canceling can be done in several ways

- Email careerservices@iit.edu
- Through the original reservation
- Call Career Services main line and leave a message 312-567-6800

Penalties and Suspensions

If you do not cancel commitments within 24 hours, Career Services has the right to enforce the following penalties and suspensions which can include:

- Handshake account blocked for a period of time
- Special assignment required

- Apology letter submission
- Meeting with a Career Services staff member(s)
- Restricted from future Career Services activities
- Notice to your Department Chair

Career Services will contact you regarding your penalty, suspension and action items.

Appeal Process

You may appeal a penalty or suspension if there were extenuating circumstances that resulted in your canceling late or absence.

- Acceptable excuses might include a car accident, sudden hospitalization, family emergency, etc. all subject to verification.
- Unacceptable excuses would include last-minute preparation for exams or term papers, double booking your calendar, forgetting, not checking your schedule, etc..

Follow these Appeal Procedures:

Send an email to careerservices@iit.edu within 24 hours explaining why you canceled late or were absent from the commitment. Include specifics like event name, organization name, interview date and time, etc. for your missed appointment or event.

If you have any substantiating documentation (medical excuse, car towing receipt, accident report, etc.), you are encouraged to include that documentation. Upon receipt of this information, a Career Services staff member will review your case and advise you of the final decision.

Career Services / Illinois Institute of Technology

McCormick Tribune Campus Center (MTCC) - Room 106

Phone: 312.567.6800 | Email: careerservices@iit.edu

<https://www.iit.edu/career-services/students>