

## **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](mailto: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 withi

- Apology letter submission
- Meeting with a Career Services staff member(s)  
or 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..