Career Education No-Show Policy

Students who commit three “no-shows” for career advising appointments and/or events that require registration within the same semester will be suspended from further use of the Symplicity system until they submit a letter of apology to the Director of Career Education or the Career Adviser with whom they were scheduled to meet.

A sample letter of apology can be found at http://www.apologyletters.net/formal_letter_of_apology.php. The letter may be submitted via email or through campus mail.

Purpose:
This policy is meant to encourage students to be proactive in managing their own schedules and practicing professionalism. This policy is also meant to decrease the number of no-shows and therefore decrease the amount of time, energy, and resources that may be wasted in preparing for these events/meetings.

Definition of a “No-Show”:
Students are considered “no-shows” when they:
1. fail to attend a scheduled career advising appointment;
2. fail to attend an event for which they registered and for which registration was required due to space limitations; or
3. are more than 15 minutes late for a meeting or event without providing prior notice.

Students who cancel appointments and/or event registrations at least 24 hours in advance will not be considered “no-shows.”