



Student No-Show Policy

What Does RSVP Mean?

When you RSVP for an event or an appointment, you are making a commitment. It is a commitment between you and the host — whether that host is an employer, an alumnus or a career specialist — to spend that time together. That time may be spent in a one-on-one setting or in a crowd of 100 other Morganites, but in any setting, clicking on the RSVP button indicates that **both** parties will **show up** for the event.

What If My Plans Change?

While we ask and expect you to schedule appointments and meetings at times you can commit to, we understand that plans change. If this is the case, we ask you to communicate with the Center for Career Development so that we can try to provide that slot to another student.

If you must move your appointment or cancel your RSVP, please do so more than 24 hours before 9 a.m. of the day of your appointment or event via Handshake/Google calendar. If it is less than 24 hours in advance, call the Center for Career Development at 443-885-3110 between 9 a.m. and 4 p.m., Monday — Friday. Otherwise you will be considered a no-show.

What Happens if I No-Show?

When you do not show up for your scheduled event or appointment, and you did not cancel or notify the career center as per the instructions above, it prevents other students from accessing these career services. If you no-show (i.e. do not cancel your RSVP ahead of time), you will be subjected to the no-show policy:

- **First No-Show** — You will receive a written warning by email, indicating that you were a no-show. Depending on the type of event missed, you may be asked to send an apology to the host.
- **Second No-Show** — Your Handshake access will be disabled until you meets with a representative of the Center for Career Development. You will be asked why you failed to show up and upon completion of any necessary remedial action requested by the staff member, your Handshake access will be restored.
- **Third No-Show** — Your Handshake access will be disabled for the remainder of the semester or academic year, depending on the frequency and severity of the event.

At Morgan State University, we are guided by our [core values](#); honoring commitments is a sign of professionalism and integrity. We never want to remove access to career services, but we must remain fair to all students. If you can't make it, that is fine — we just ask that you consider your fellow Morganites and the image you are projecting to the external world.

Remember: If you sign up, show up!