



## UNIVERSITY OF IOWA COLLEGE OF LAW POLICY ON CANCELING OR MISSED INTERVIEWS

Students who fail to show up for interviews seriously jeopardize opportunities for their classmates. It is quite probable that interviewers will reassess their opinion of the Law School, as well as their future plans to return to the Law School for placement purposes, if students do not appear for scheduled interviews. If you are not sincerely interested in interviewing with a firm, do not sign up – you are only taking a slot from someone who may be very interested.

The Student-Faculty Career Services Committee has adopted the following policies concerning canceling or missing interviews:

- 1. Canceling Interviews:** If a student decides to cancel an interview, he/she must notify the Career Services Office at least two weekdays before the interview date. (Example: If you have an interview scheduled for Monday and must cancel, notify the Career Services Office no later than Thursday, in order to allow at least a full day in which to find a replacement.)
- 2. Missing Interviews:** Any student who misses an interview without canceling as required by paragraph 1 must write a letter of apology to the interviewer and bring the letter, along with a stamped, addressed mailing envelope, to the Career Services Office before the student may interview with any other firms at the Law School or otherwise use the placement service. In addition to writing the letter, except under extraordinary circumstances, a student who, in a single academic year misses two interviews without giving any reasonable notice to the Career Services Office shall be barred from using the placement service for four weeks. Such student who, in a single year, misses three interviews without any reasonable notice to the Career Services Office shall be barred from using the placement service for the remainder of the academic year.
- 3. Appeals:** The Career Services Director shall decide in the first instance whether a student's notice of interview cancellation under paragraph 2 is reasonable, or whether the failure to give reasonable notice is justified by extraordinary circumstances. Any student whose claim has been rejected by the Director shall have a right of appeal to the Career Services Committee. The Committee may refer an appeal to an appropriate subcommittee for a recommended resolution before finally resolving it.