

Subject: References for Students

Policy Number: A5.50

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Reviewed: 4/15/09

POLICY

Faculty may agree or decline to serve as an employment reference for students or alumni of the School. Faculty may base this decision on any reason they deem appropriate. Letters of reference will be invalid after three years and removed from the placement file.

PROCEDURE

Faculty may provide references for students in any of several ways: through the placement service maintained by the School, through the University Career Center, or by completing individual letters of reference or reference forms. Faculty are under no obligation to continue to serve as a reference and may cease at any time.