

GSS Cancellation Policy

In order to ensure the effectiveness of the services offered by Graduate Student Services (GSS) and maintain professionalism and courtesy between Elliott School graduate students and graduate alumni, a cancellation policy for appointments and events is in effect.

Appointments, Employer Information Sessions, Panels, Workshops & Other Employer/Alumni Events

Cancellations to appointments made with any staff member, including Academic Advisors, Career Coaches, and the Director, and to most employer information sessions, panels, and workshops must be made at least 24 hours prior. Any cancellation made less than 24 hours prior to the event or appointment, or failure to cancel an appointment or registration, will be considered as a “No-Show.”

- **1st No Show** – The first No Show will be followed up by an acknowledgement notice via email from GSS, which will include a reminder of the Cancellation policy. The next appointment made will begin with a conversation regarding the expectations of the office as well as the student.
- **2nd No Show** – The second No Show will be followed up by a second acknowledgement notice via email from GSS, again highlighting the Cancellation Policy. It will also result in the student’s Handshake account being blocked. The student will not be able to register for another event or schedule an appointment with an advisor or coach. The student will have to call GSS to schedule an appointment with the Director and write a letter of apology to the coach, advisor, or employer representative/alumni.
- **3rd No Show** – The third No Show will be followed up by a final acknowledgement notice via email from GSS, again highlighting the Cancellation policy, as well as a phone call from the GSS Administrative Coordinator. The student will be blocked from access to Handshake until the end of the semester.

On-Campus Interviews (OCI)

OCI represents the pinnacle of employer/alumni support of GW students. It is imperative that you fulfill your obligations and honor all scheduled interviews. Before registering, you should make informed choices and only register for interviews with employers that you are truly interested in and that do not conflict with class, work, student organizations or other commitments. Late cancellations and No-Shows reflect poorly on you, as well as the university, and may jeopardize the school’s relationship with that employer/alum. Your registration represents your commitment to arrive on-time, prepared and professional.

- Cancellations must be made before the interview schedule closes, typically 2 – 3 days before the interview. Interview close dates vary by employer and schedule so please pay close attention before confirming. If you cancel after the schedule closes, and do not attend the interview, you will be considered a No-Show. Your first late cancellation or a no-show will result in your Handshake account being blocked for the **remainder of the semester**.

By disabling Handshake, you will be unable to make appointments with career services, apply for jobs and internships, schedule OCIs or participate in select career services-related events in the corresponding semester. You will be reinstated no earlier than the day after the end of the semester.

High Priority Employers, Employer-in-Residence/Executive-in-Residence/Peer-in-Residence, Site Visits

When employers/alumni come to campus to meet students, it is imperative that students fulfill their obligations and honor all scheduled interviews. Similarly, when employers invite students from the university to visit their sites, students should commit to attendance or advance notice of non-attendance. Before registering, you should make informed choices and only register to meet with employers that you are truly interested in and select meeting times that do not conflict with class, work, student organization or other commitments. Late cancellations and No-Shows reflect poorly on you, as well the university, and may jeopardize the school's relationship with that employer/alumni. Your registration represents your commitment to arrive on-time, prepared and professional in both dress and demeanor. Your participation in employer engagements is key to employers continuing to support and recruit GW students in their career pursuits. Non-attendance adversely affects the perception of your character, your fellow students, and the university.

Employer-in-Residence (EIR) cancellations must be made before the schedule closes, typically **seven days** prior to the EIR. EIR close dates vary by employer and schedule, so please pay close attention before confirming. If you cancel after the schedule closes, and/or do not attend, you will be considered a No-Show. Site Visit cancellations should be made **at least 24 hours** in advance or at an earlier deadline stated by GSS. Your first late cancellation or No-Show will result in your Handshake account being **blocked for the remainder of the semester**.

By disabling Handshake, you will be unable to make appointments with career services, apply for jobs and internships, schedule on-campus interviews or participate in select career services-related events for the remainder of the semester. Your Handshake access will be reinstated no earlier than the day after the end of the semester.

Career Treks

Before registering for a career trek, you should make informed choices and only register if you are truly interested in the trek and the trek does not conflict with class, work, student organization, or other commitments. Late cancellations and No-Shows reflect poorly on you, as well as the university, and may jeopardize the school's relationship with employers/alumni. Your registration represents your commitment to arrive on-time, be prepared, be professional, and to attend all scheduled visits.

Cancellations must be made via email to your Trek organizer at least **seven days** prior to the trek visit.

Where applicable, cancellations made less than seven days prior to the commencement of the trek will result in a \$200 fee.

Any student that is a No-Show for the trek will be restricted from participating in any other GW sponsored trek for the remainder of the academic year. **Late cancellations or a No-Show will result in your Handshake account being blocked for the remainder of the semester.**

In the event of an extreme personal emergency before an appointment, event, or interview, students are expected to contact the Career Center in which your appointment, event, or interview is scheduled **as soon as possible**:

Duques Hall: sbcareerevents@gwu.edu

Elliott School: esiagss@gwu.edu

Center for Career Services, Employer Relations: oci@gwu.edu

Science & Engineering Hall: seascareers@gwu.edu

By disabling Handshake, you will be unable to make appointments with career services, apply for jobs and internships, or participate in select career services-related events for the remainder of the semester.

Thank you for doing your part as we strive to do our very best in providing you with exceptional career services support.