GSS Cancellation Policy

In order to ensure the effectiveness of Graduate Student Services (GSS) services and maintain professionalism and courtesy between Elliott School graduate students, graduate alumni, and employers, a cancellation policy for appointments and events is in effect. GSS takes late cancellations and No-Shows seriously as they reflect poorly on you, as well as the university, and may jeopardize the school's relationship with employers/alumni, impacting future generations of Elliott student engagement with critical employers in a competitive industry. Registration for these events and appointments represents your commitment to arrive on-time, be prepared, and be professional.

We also understand that emergencies and last minute situations arise. In the event of an emergency before an appointment, event, or interview, students are expected to contact the GSS office at esiagss@gwu.edu **as soon as possible.** The No-Show Policy is in effect for all events, unless explicitly stated otherwise.

Employer Information Sessions, Panels, Career Cafes

Students are responsible for de-registering in Handshake **at least 24 hours** before the start of an event. Students who fail to check into an event on Handshake or with the host/staff member will be contacted by GSS informing them of their No Show.

- **1st No Show** – The first No Show will be followed by an acknowledgement notice via email from GSS, which will include a reminder of the Cancellation policy.
- **2nd No Show** – The second No Show will be followed 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 a career coach. The block will be lifted if the student schedules an appointment with the Director and writes a letter of apology to the coach, advisor, or employer development consultant.
- **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. The student's Handshake account will be blocked, and you will not be able to schedule appointments, apply for jobs and internships, or participate in career services-related events for the remainder of the semester.

Employer Site Visits

Your participation in employer engagements is key to employers continuing to support and recruit Elliott School students in their career pursuits. You should make informed choices and only register for events you can attend that do not conflict with other commitments.

Students are responsible for de-registering in Handshake **at least 48 hours before the start of the event.** *If you un-register for a site visit, you must also notify the GSS office (esiagss.gwu or 202-994-3788) so we may alert the employer of any changes in attendance for their security protocols.* Failure to give proper notice and/or un-register will result in a no-show email from GSS.

Any student who No Shows a site visit without notice will have their Handshake accounts automatically blocked until they meet with the GSS Director.

- **1st No Show** – The student will receive an email from GSS highlighting the Cancellation Policy and *the student's Handshake account being blocked.* The student will not be able to register for another event or schedule an appointment with a career coach. The block will be lifted once the student meets with the GSS Director.
- **2nd No Show –** The second No Show will be followed by a final acknowledgement notice via email from GSS, again highlighting the Cancellation Policy. The student's Handshake account will be blocked, and will be unable to schedule appointments, apply for jobs and internships, or participate in career services-related events for the remainder of the semester.

High-Priority Employer Site Visits with Security Screenings and Protocols

Site visits that involve employer-mandated security screenings and heightened protocols often require weeks of preparation and cooperation between GSS and the employer. These High-Priority Employer Site Visits also come with higher expectations, therefore any last minute cancellations and no-shows on High-Priority Employer Site Visits will be treated with repercussions outlined in "Employer Site Visits" section as a **2nd No Show.** Students' Handshake account will be blocked and will be unable to schedule appointments, apply for jobs and internships, or participate in career services-related events for the remainder of the semester.

Career Treks

Career Treks are external engagements with employers and GW alumni as a series of site visits over the course of several days that involves travel outside of the DC Metro area. Past Career Treks have been to New York City, Seattle, San Francisco, Chicago, etc. and involve months of planning, student applications/interviews/screening, and often include planned networking brunch/lunches, dinners and receptions.

Before applying for a career trek, you should make informed choices and only apply if you are truly interested in the trek and ensure the timelines and travel do not conflict with classes, work schedules, or other commitments. 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 Elliott School sponsored trek. **Late cancellations or a No Show will result in your Handshake account being blocked for the remainder 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.

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. A late cancellation or a No Show will result in your Handshake account being blocked for the remainder of the semester and will be unable to schedule appointments, apply for jobs and internships, or participate in career services-related events.

Career Coaching Appointments

Cancellations to appointments made with career coaches 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, may be considered as a No Show.

- **1st No Show** – The first No Show will be followed by an acknowledgement notice via email from GSS, which will include a reminder of the Cancellation Policy.
- **2nd No Show** – The second No Show will be followed 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, and* you will be unable to make appointments, apply for jobs and internships, or participate in career services-related events. The block will be lifted if the student schedules an appointment with the Director and writes a letter of apology to the career coach.
- **3rd No Show –** The third No Show will be followed up by a final acknowledgement notice via email from GSS. The student will be blocked from access to Handshake until the end of the semester.