

**Missed interview, Office hour appointments, and special sign-up events**

You may cancel interviews, office hour appointments, or any special sign-up event, five (5) days prior to event without penalty by emailing us at [cchan@cs.stanford.edu](mailto:cchan@cs.stanford.edu) and [trudy@cs.stanford.edu](mailto:trudy@cs.stanford.edu).

Canceling less than five days prior to interview, Office hour appointments, or special sign-up events will be considered a late cancellation.

If you cancel late or fail to show up for an interview, office hours, or any special sign-up event, you must write and send the employer a letter of apology within 48 hours of the cancelled interview, Office hour appointments, or special sign-up event and send a copy to [cchan@cs.stanford.edu](mailto:cchan@cs.stanford.edu) and [trudy@cs.stanford.edu](mailto:trudy@cs.stanford.edu). If you do not have their email, please send it to us and we will forward. Students who do not write a letter of apology within 48 hours of the cancelled interview, Office hour appointments, or special sign-up event will be suspended from the Computer Forum recruiting program and removed from all pending interview schedules until the letter is received.

If you have a second no-show or late cancellation, you will be permanently restricted from the Computer Forum recruiting program for the remainder of the quarter and if it's at the end of the quarter then all recruiting privileges/events will be revoked the following quarter.

**Missed Company Tour**

If you are a no-show for company tour, you will lose company tour privileges for the remainder of the quarter. If it's the last tour of quarter, you will have tour privileges revoked for the next quarter. If there is more than one no-show within the academic year, you will be permanently restricted from the Computer Forum recruiting program for the remainder of the quarter and if it's at the end of the quarter then all recruiting privileges/events will be revoked the following quarter.

**Rescind offer**

Meet with Trudy or Connie to discuss. Depending on circumstances, all future recruiting privileges/events will be revoked for the remainder of the year and possibly the following year.

Please contact Connie Chan or Trudy Gonzalez with any questions.