STUDENT AND ALUMNI USER AGREEMENT
2017-2018

The Office of Alumni and Career Services (OACS) expects students and alumni to adhere to the following Professional Standards of Conduct, as a condition for participating in University advising, workshops, events, and recruiting.

Professional Standards of Conduct
I (student/alumnus/a) agree to:

• Provide accurate and honest information about my education, achievements, and experience. I understand that GPA should always be listed to the second decimal point, with no rounding, and should always match the most recent transcript. A GPA discrepancy may result in an Honor Code violation.
• Prepare to the best of my abilities, and conduct myself professionally as a representative of the University of Richmond.
• Accept an employment, internship, or shadowing offer in good faith, with the full intention of honoring the commitment. If I experience difficulty with an offer acceptance, I will contact OACS for assistance rather than accepting the offer and later reneging. Upon accepting an offer, I will withdraw from the interviewing process with all other employers.
• Cancel any attendance or reservation with adequate notice of two business days unless it is otherwise stated. If an emergency should arise and I am unable to honor my commitment, I will contact OACS immediately. I understand that my absence impacts others and potentially prevents an opportunity for a fellow student.

Failure to Comply with Professional Standards of Conduct
OACS expects each student and alumnus/a to adhere to these Professional Standards of Conduct. However, when a student or alumnus/a fails to comply, it reflects poorly on the University, jeopardizes recruiting relationships, and misuses University and partner resources. Depending upon the severity of non-compliance with the Professional Standards of Conduct, the following consequences may ensue:

• Honor Code violation
• Suspension of SpiderConnect access
• Suspension of on-campus recruiting
• Required meeting with the Director of Career Services
• Required letter (e-mail) of apology to all parties affected

SpiderConnect Release of Liability
SpiderConnect, the University’s online recruiting database allows students and alumni to search for opportunities posted by employers/organizations; as well as register for events, programs, sessions, etc. offered by OACS and partners.
• The provision of information in SpiderConnect does not imply that the University of Richmond has a relationship with the employer/organization or that the University has fully investigated the employer/organization and the nature of the work involved.
• The provision of information in SpiderConnect does not indicate an endorsement or recommendation by the University or OACS.
• It is the responsibility of all potential candidates (students/alumni) to exercise their own independent due diligence and take all necessary precautions when pursuing and accepting opportunities, including checking the credentials and integrity of an organization.
• Compensation, responsibilities, work conditions and similar items are agreements between the student/alumni and employer/organization.
• The University does not accept responsibility for any liability arising out of an opportunity posted in SpiderConnect or from links provided to other websites.

**Photography/Video Consent and Release:**
By registering for an OACS provided/sponsored event, I understand and authorize the University of Richmond to copyright and publish all photographs and videos in print or electronic format in which I appear or speak that are taken by or for the University of Richmond. Contact OACS with questions or concerns regarding this University Policy.

**Accommodations:**
OACS encourages persons with disabilities to participate in events, programs, sessions, etc. sponsored by OACS or its partners. If accommodations are needed, contact OACS at least one week prior to the event. If participating in an event where food and drink will be provided, notify OACS of any dietary restrictions or life-threatening allergies.

**Disclosure:** The University of Richmond reserves the right to discontinue any or all services at any time or to revise the terms and policies of this Agreement. When terms and policies are revised, they will be posted on SpiderConnect and the OACS website. These terms and policies should be periodically reviewed to ensure compliance.

☐ I do hereby accept the terms of use outlined in the Student and Alumni User Agreement - 2017-2018.