

## STUDENT AND ALUMNI USER AGREEMENT 2021-2022

Alumni and Career Services (“ACS”) expects Richmond students and alumni to adhere to the following Professional Standards of Conduct, as a condition for participating in **advising, programs, events, and recruiting activities administered or organized by University of Richmond (the “University”)**.

### **Professional Standards of Conduct**

I (student/alum) agree to:

- ***Provide accurate and honest information about my education, achievements, and experience.*** This includes representing a cumulative grade point average (“GPA”), if provided, to the hundredths place value (two numbers after the decimal point), without rounding to the tenths place value (one number after the decimal point), and should always match the cumulative GPA as indicated on the most recent University of Richmond transcript. Providing a cumulative GPA that is inconsistent with the guideline above 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 offer in good faith, with the full intention of honoring the commitment.*** This applies to full-time positions, internships, externships, and similar opportunities. If I am unsure or feel pressured to accept an offer, I will contact ACS for assistance rather than accepting the offer and later renege (i.e., going back on a verbal or written commitment). Upon accepting an offer, I will withdraw from the interviewing process for any other conflicting opportunities, which includes declining subsequent invitations to interview.
- ***Cancel any indication of attendance with adequate notice of two business days, or more as dictated by the requirements of the program, event, or recruiting activity.*** Indication of attendance includes but is not limited to advance event registration or reservation, interview or office hour sign-up, and scheduled advising appointment. If I do not provide adequate cancellation notice or fail to check-in, I will be considered a no-show. If an emergency should arise and I am unable to honor my commitment, I will contact ACS immediately. I understand that my absence impacts others and potentially prevents an opportunity for a fellow student or alum.

### **Failure to Comply with Professional Standards of Conduct**

These Professional Standards of Conduct are intended to promote a mutually beneficial relationship between employers/organizations and Richmond students and alumni as well as protect the interest of the University and future students and alumni. Failure to comply with these Standards 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, you may be subject to the following consequences:

- ✓ Honor Code violation
- ✓ Suspension of SpiderConnect access
- ✓ Prohibited from participating in on-campus and virtual recruiting activities and ACS programs and events
- ✓ Required meeting with the Director of Career Services
- ✓ Required letter (or e-mail) of apology to all parties affected

### **SpiderConnect Release of Liability**

SpiderConnect, the University's online recruiting platform, allows Richmond students and alumni to search and apply for opportunities posted by employers/organizations as well as register for programs, events and recruiting activities offered by ACS and its partners.

- The provision of information regarding an organization or opportunity in SpiderConnect does not imply that the University of Richmond has a relationship with the organization, nor does it indicate an endorsement or recommendation by the University or ACS.
- The University researches each organization, as well as the nature of the work or activities involved in the opportunity; however, it is the responsibility of students and alumni to exercise their own due diligence and take all necessary precautions when pursuing opportunities and accepting offers, including checking the credentials and integrity of the applicable organization(s). If an organization and/or opportunity is of concern, I (student/alum) will contact ACS immediately.
- Compensation, job responsibilities, work conditions, and similar items are agreements between the student/alum and the applicable 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 or attending an ACS program, event, or recruiting activity, I (student/alum) 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 ACS immediately with questions or concerns regarding this Policy.

### **Accommodations**

ACS encourages Richmond students and alumni with disabilities to participate in events, programs, recruiting activities sponsored by ACS or its partners. If accommodations are needed, contact ACS at least one week prior to the event start date. If participating in an event where food and drink will be provided, notify ACS of any dietary restrictions or life-threatening allergies.

### **Disclosure of Contact Information**

By using SpiderConnect you permit University of Richmond employees to share your contact information, including email address, with external employers/organizations for networking and/or recruiting purposes.

### **Right of Termination and Revision**

The University of Richmond reserves the right to discontinue any or all services at any time as well as revise the terms and policies of this Student and Alumni User Agreement. These terms and policies are posted on SpiderConnect and the ACS website and should be periodically reviewed by Richmond students and alumni to ensure compliance.

*I do hereby accept the terms of use outlined in the Student and Alumni User Agreement - 2021-2022.*