CDC/BCS Student Code of Conduct

By logging on to RamblerLink and using other services of the Career Development Center (“CDC”) and Business Career Services (“BCS”) at Loyola University Chicago, current students and graduates are entering into a partnership with CDC or BCS and their staff in which all parties have personal and professional accountability.

**CDC/BCS pledge to:**

1. **Professionally represent Loyola University** students and graduates when communicating to employers and agencies;

2. **Adhere to non-discriminatory practices** maintaining U.S. Equal Employment Opportunity compliance by referring all interested students and alumni for employment opportunities regardless of race, color, national origin, religion, age, gender, sexual orientation, or disability;

3. **Exercise sound judgment** and fairness in maintaining confidentiality of student and graduate information by not disclosing personal information outside CDC or BCS without prior consent. Employment statistics will be reported in aggregate form and with no identifying personal information.

**Current students and graduates using the services of CDC or BCS pledge to:**

1. **Represent CDC or BCS and Loyola University** in a professional manner when communicating with alumni, faculty, staff, and employers. When conducting a job or internship search, students and alumni represent themselves, as well as Loyola University, including other students, alumni, faculty, and administration. The expectation is to always be honest and ethical in all written, spoken and in-person communication.

2. **Keep contact information and résumé up-to-date** in RamblerLink. Incorrect or out-dated information makes it difficult for CDC or BCS to be of assistance. Information should be updated each semester.

3. **Provide at least two business days’ notice** if unable to attend an interview, recruiting event, panel or other career event requiring pre-registration; one business day in advance if unable to attend a scheduled career advising appointment. Timely cancellation via RamblerLink allows other students or alumni to utilize the newly opened slot. If circumstances prevent cancellation via RamblerLink during the required timeframe, call BCS during business hours.

   “No shows” and late cancellations for events, interviews, or appointments may be addressed with suspension of RamblerLink and office privileges. CDC or BCS staff reserves the right to suspend access for failure to attend pre-registered events. CDC or BCS staff also reserves the right to require students/alumni to write letters of explanation to employers for missed interviews or appointments. Repeat offenses may result in permanent RamblerLink suspension.

   **Keeping appointments is a professional courtesy.** Students who are unable to attend scheduled advising must call the center's front desk as soon as possible to cancel. Quinlan students cancelling 48 hours or more in advance do so via RamblerLink. Students failing to appear or cancel appointments twice during an academic year may only utilize walk-in advising hours for the remainder of that school year.

4. **Consider all aspects of an internship or job offer prior to acceptance.** Most employers will provide ample time to make decisions about accepting offers. We encourage students to meet with a career advisor if they have any questions about the offer or if they are evaluating multiple offers. Verbal acceptance of a job offer is as binding as a written acceptance. Reneging on an offer is a serious offense as it damages relationships with the employer and reflects poorly on the University. If an employer reports a student has reneged an acceptance or failed to appear for work, permanent suspension from RamblerLink and CDC or BCS services will result.

   **Once an offer is accepted, students must remove themselves from the recruiting process, report their employment information in RamblerLink, and discontinue pursuing or soliciting other offers.**

By using RamblerLink and any other CDC or BCS service, students and alumni are agreeing to adhere to the Code of Conduct. Please contact the appropriate office with questions: CDC careercenter@luc.edu or 773-508-7716; BCS quinlancareers@luc.edu or 312-915-7810.