



Vanderbilt Career Center Student Accountability Policy

The VCC provides programs and services to support students with their individual professional pursuits. As a member of the campus community, we ask that students agree to be accountable for their actions as stated in the Vanderbilt University Community Creed. Being accountable is demonstrated when students communicate with the VCC when they are unable to fulfill their commitment to an appointment or event to which they have registered or been scheduled. The following outlines VCC expectations of students' behavior that will support the community value of accountability:

*The VCC requests that students arrive on time for scheduled appointments. Students who are unable to keep appointments **should cancel at least 24 hours in advance** by calling the Career Center at 615.322.2750.*

Students arriving more than 10 minutes late for appointments without contacting the Career Center in advance will lose their appointments and will need to reschedule.

*Missed appointments or appointments that are cancelled with less than 24 hours notice may be **rescheduled no sooner than two weeks** after the original appointment date.*