

## **Vanderbilt Career Center Policy: Utilization of Career Center Services During Leave of Absence**

**Policy Statement:** At Vanderbilt, the Career Center provides valuable resources and services to support students in their career development and job search endeavors. To ensure fair and equitable access to these resources and to maintain the integrity of the services provided, the following policy outlines guidelines regarding the utilization of Career Center services by students on Leave of Absence.

### **Policy Details:**

1. Definition of Leave of Absence:
  - a. A Leave of Absence (LOA) is a formal arrangement in which a student temporarily suspends their academic studies for a specified period, approved by the institution, due to personal, medical, or other valid reasons.
2. Eligibility for Career Center Services:
  - a. Students who are currently enrolled and in good academic standing are eligible to access Career Center services and resources.
  - b. Students on Leave of Absence are not eligible to utilize Career Center services during the period of their leave.
3. Suspension of Access:
  - a. During the period of Leave of Absence, students will have their access to Career Center services suspended, including but not limited to:
    - i. Access to Handshake platform for job postings, internships, and career events.
    - ii. One-on-one career advising appointments.
    - iii. Workshops, seminars, and networking events organized by the Career Center.
4. Reinstatement of Access:
  - a. Upon returning from their Leave of Absence and re-enrolling as active students, individuals will regain access to Career Center services and resources.
  - b. Reinstatement of access will be subject to verification of re-enrollment status by the institution.
5. Exceptions:
  - a. Exceptions to this policy may be granted in rare and extenuating circumstances, subject to review and approval by the Career Center Senior Director.
    - i. Exceptions must be submitted to the Career Center Senior Director by the Dean of Undergraduate Education from the appropriate school.
  - b. Examples of extenuating circumstances may include documented cases of career-related needs during the Leave of Absence period.
6. Communication:
  - a. The Career Center will communicate this policy to students via the Career Center website.

- b. Students considering or planning a Leave of Absence will be advised of the implications regarding Career Center services during their consultation with the Dean's Office of Undergraduate Education.
- 7. Policy Review:
  - a. This policy will be reviewed periodically to ensure its effectiveness and relevance to the needs of students and the institution.
  - b. Amendments or updates to the policy will be made as necessary, with appropriate communication to all stakeholders.
- 8. Implementation:
  - a. This policy is effective immediately upon approval and will be implemented consistently across all departments and units within the Career Center and the institution.

Vanderbilt University Career Center acknowledges the importance of supporting students in their academic and career pursuits and aims to provide comprehensive services while maintaining fairness and equity in access to resources. This policy serves to uphold these principles while promoting the success and well-being of our student body.