

## EXPECTED BEHAVIOR AT TULANE UNIVERSITY

Tulane University expects and requires behavior compatible with its high standards of scholarship. By accepting admission to the university, a student accepts its regulations (i.e., Honor Code, Code of Student Conduct) and acknowledges the right of the university to take disciplinary action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive.

The integrity of Tulane University is based on the absolute honesty of the entire community in all academic endeavors. As part of the community, students have certain responsibilities regarding all independent work that forms the basis for the evaluation of their academic achievement. Students are expected to be familiar with these responsibilities at all times.

The scholarly community of the university depends on the willingness of both instructors and students to uphold the Honor Code. When a violation of the Honor Code is suspected, it is the duty of every member of the academic community who has evidence to take action. Students should take steps to uphold the Honor Code by reporting any suspected offense to the instructor or the Honor Board. Students should under no circumstances tolerate any form of academic dishonesty.

In all work submitted for academic credit, students are expected to represent themselves honestly. The presence of students' names on any work submitted in completion of an academic assignment is considered to be an assurance that the work and ideas are the result of the students' own intellectual effort, stated in the students' own words, and produced independently, unless clear and explicit acknowledgement of the sources for the work and ideas is included. This principle applies to papers, tests, homework assignments, artistic productions, laboratory reports, computer programs, and other assignments. A copy of the complete Honor Code may be obtained from the Newcomb-Tulane College dean's office.

### *Behavior Norms*

Listed below are generally accepted guidelines for student behavior in classrooms, laboratories and studios. Instructors and schools may impose other expectations.

- **Computers** are to be used for class-related purposes only; instructors will specify when computers may not be used.
- Students and instructors will turn off all **cell phones and electronic devices** at the beginning of each class; these items will remain off for the duration of the class.
- Students and instructors are expected to observe **copyright laws**.
- Students are responsible for checking their Tulane **e-mail** accounts daily when classes are in session.
- Instructors expect students to be **punctual** when arriving for classes and presentations; they also expect uninterrupted **attendance** for the duration of the class.
- Students **submitting work late** can expect, at the instructor's discretion, to have the work refused or to receive a grade penalty.
- **Videotaping or recording** a class requires the instructor's approval in advance.
- **Food** may not be allowed in some classrooms.
- **Grades and other class-related matters** should be discussed with the instructor before bringing the matter to the attention of others. This should be done after class or during office hours.

***Discipline***

For all academic activities and disruptive behavior, the authority for control and discipline rests with the dean of Newcomb-Tulane College and the deans of the undergraduate schools. In all other areas, the vice president of student affairs is responsible for formulating appropriate procedures and regulations concerning student behavior and for the judicial consideration of violations. Students should refer to the Code of Student Conduct for a full description.

***Class Attendance***

Students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors may establish policies for attendance and making up missed work in their classes, which are announced at the beginning of the semester. Students who find it necessary to miss class are responsible for obtaining notes on material covered in lectures or other class sessions.

Students are responsible for notifying instructors about absences that result from serious illnesses, injuries, or critical personal problems. Medical excuses are issued by the Student Health Center in the following instances: illnesses or injuries that involve hospitalization, a partial or complete withdrawal due to medical reasons, or a missed final examination for a medical condition being treated by the Student Health Center. In all of these instances, medical information will be released only with the student's written permission.

Instructors are authorized to lower the grades of students who are absent excessively without a satisfactory excuse or do not make up work missed because of absences.

## **Additional Norms and Expectations for Freeman Students**

***Name plates***

Students are required to display their name plates during class.

***Final exam attendance***

Non-emergency reasons for missing final exams must be approved by your instructor during the first week of class.

***Dress***

Students are expected to dress in a manner that is consistent with a professional educational environment.

***Food***

Food is not allowed in the classroom during class time; any drink brought to class must be in a container with a lid.

***Decorum for approaching faculty to discuss grades and other class-related issues***

Discuss grades and other class-related matters with your instructor either after class or during office hours. Please first approach your instructor(s) before bringing any matter to the attention of others.