

Superb faculty. Global reach. Impressive network.  
**Tulane University** is a unique environment  
for our top-50 program. **FREEMAN SCHOOL OF BUSINESS**  
offers students an experience unlike any other business  
school.

HOUSTON MASTER OF FINANCE PROGRAM  
CLASS OF 2012

# ***HANDBOOK***

# *MISSION STATEMENTS*

## **FREEMAN SCHOOL OF BUSINESS**

The mission of the A. B. Freeman School of Business is to be a leading business school dedicated to preparing current and future business leaders to compete in global business and to the advancement of the practice of management through excellence in teaching, research, and service.

The school's success is measured by the student demand for its academic programs, the placement and career achievements of its graduates, the scholarship and research publications of its faculty, the response to its outreach and service programs, the strength of its financial position, and the local, regional, national, and international recognition that it receives.

The mission is accomplished through sustaining a creative and intellectually stimulating environment conducive to the professional and personal development and growth of the school's students, faculty, and staff and through a commitment to excellence and continuous improvement in all of its endeavors.

## **STEWART CENTER FOR EXECUTIVE EDUCATION**

The mission of the Stewart Center for Executive Education is to create and implement academic programs that foster challenging, experiential, and global learning environments for students who possess significant work and management experience. These programs will effectively cultivate and enhance business productivity, personal growth, and awareness of ethical, social, and cultural issues within managerial contexts.

The goals of the Stewart Center are to prepare experienced managers and professionals to compete—locally, regionally, nationally, and globally—with confidence and competence. Managers will be poised not only to lead, but to excel, in a world of technological, political, and economic interdependence.

## **FREEMAN SCHOOL OF BUSINESS**

# ***HOUSTON MASTER OF FINANCE PROGRAM***

### **INTRODUCTION**

This handbook is designed to acquaint you with the program, the Stewart Center for Executive Education, and the rules and regulations of study at the Freeman School. Please take time to read it carefully. Not all situations can be covered in this handbook; therefore, you should consult with your program coordinator for guidance or advice in special situations.

You have made the commitment to participate in Tulane's Master of Finance Program in Houston. We expect that you will find great rewards—intellectual, professional, social, and financial—as a result of your academic success. The Tulane faculty, curricula, and support will far surpass any ordinary academic experience. Graduates emerge with new perspectives and strategies that positively impact virtually every area of their lives. In the process, you will develop a close network of professional relationships.

Freeman students are expected to meet the highest professional standards. Over the next 14 months, you will be required to continually demonstrate your abilities—social, intellectual, ethical, academic—as you complete a series of 16 graduate finance courses. You will be forced to constantly prioritize and reassess priorities as you juggle personal, professional, and academic demands. You will develop new skills, new friendships, and new perspectives as you work with your study teams and your classmates.

The time and effort that you invest in this program will have a direct correlation to the value you receive. Once you have earned a Master's in Finance, you will be expected to demonstrate your knowledge and ability time and time again. A Tulane degree is much more than an academic credential—it is a powerful tool for growth and a standard for excellence.

### **STUDENT RESPONSIBILITIES**

As a student in Tulane's Master of Finance program in Houston, you are responsible for preparing for and attending classes, and for meeting graduation requirements. As a Freeman School student, you are responsible for following the policies, rules, and regulations of Tulane University and the Freeman School, as published in this handbook and found in Tulane and Freeman School publications. The information in this handbook applies to the 2011-12 Houston Master of Finance program.

## **STEWART CENTER FOR EXECUTIVE EDUCATION STAFF**

Dr. Russell Robins is the Associate Dean and Director of Executive Education at Tulane. He is responsible for the overall management and performance of all Stewart Center staff and programs. He can be reached at 504.865.5481 or [russell.robins@tulane.edu](mailto:russell.robins@tulane.edu).

Caryn Lang, Director of Marketing and Admissions for Executive Education, handles marketing and recruiting for New Orleans and Houston programs. Caryn can be reached at (504) 865-5478 or [caryn.lang@tulane.edu](mailto:caryn.lang@tulane.edu).

Jim Rahe, Director of Houston Programs, handles recruiting and corporate relations for the Houston market. Jim can be reached at 713.586.6405 or [jrahe@tulane.edu](mailto:jrahe@tulane.edu).

Katie Oliver is the Senior Program Coordinator for Houston programs. Katie is your first point of contact for all logistics and operations questions and problem resolution. Her responsibilities include coordinating and managing all Houston programs. Katie can be contacted at (713) 586-6411 or [koliver3@tulane.edu](mailto:koliver3@tulane.edu).

Carol Spansel, Associate Director, Operations, and manages operations and logistics for the New Orleans and Houston Executive MBA programs. She can be reached at (504) 862-8066 or [carol.spansel@tulane.edu](mailto:carol.spansel@tulane.edu).

Pamela Phillips, Marketing and Admissions Assistant, for the Stewart Center can be reached at (504) 865-5481 or [executive.ed@tulane.edu](mailto:executive.ed@tulane.edu).

Ieshia Deal is Project Assistant for the Houston facility and can be reached at (713) 586-6400 or [ideal@tulane.edu](mailto:ideal@tulane.edu).

Kimberly Woods works part-time in Houston as a project assistant, assisting the program manager with Houston operations and student services. Kim can be reached at 713.586.6400 or [kwoods@tulane.edu](mailto:kwoods@tulane.edu).

## THE MASTER OF FINANCE PROGRAM

The Houston Master of Finance (MFIN) program is a graduate program that offers in-depth coverage of finance, accounting, and econometrics. The 32-credit hour curriculum is presented in a lockstep format taught over a 14-month period. Students completing the Master of Finance program are equipped to compete for research-oriented finance positions, such as financial analyst, research analyst, financial engineer, risk manager, and quantitative asset manager.

## ACADEMIC POLICIES AND PROCEDURES

### COMMUNICATION

We will use Tulane email as our primary means of communication. All students will receive Tulane email accounts. It is important that you check your Tulane email on a regular basis. For convenience, you may want to forward your Tulane email to a preferred email account.

### GIBSON ONLINE

Gibson Online is an online gateway to services at Tulane University -- for staff, faculty, and students. Log in to Gibson at <http://gibson.tulane.edu> to access student information, grades, Blackboard course information, and billing information.

### ► GRADE REPORTING AND TRANSCRIPTS

After completion of a course, grades are accessible at Gibson online <http://gibson.tulane.edu>, Tulane's online portal for grades and billing. Students log into Gibson using the Tulane userid and password.

The University's Office of the Registrar maintains your permanent transcript. Copies of official transcripts must be obtained directly from the University Registrar. Visit the Registrar's office online at <http://www.tulane.edu/~registra/index.shtml> to access grades or request transcripts.

### GRADING SYSTEM

Grades typically are based on examinations, term papers, case analyses, class presentations, and/or class participation. In all courses, the instructor determines grading criteria and standards. The chart below indicates grades and equivalent quality points given for each instructional unit.

The total quality points for each course are computed by multiplying the numerical value of the grade received by the course credit hours. A grade of W (withdrawal) or WF (withdrawal, failing) is assigned by the instructor when the student withdraws from a course before its completion. A grade of WF is computed in the student's grade point average as an F. A grade of W does not affect the student's grade point average.

Graduate credit is awarded for grades of C or better; however, grades of C must be offset with higher grades to meet continuation and graduation requirements.

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
F	=	0.00

## INCOMPLETE GRADES

If a student fails to complete the required work within a course for reasons acceptable to the instructor, the student may receive a grade of Incomplete (I). The student then has one module to complete the requirements for course credit. Should the grade of Incomplete (I) not be resolved within one module, the Incomplete (I) will become a Fail (F). Once a grade of Incomplete (I) is assigned, it remains on the official transcript beside the final grade received.

## REPEATING COURSES

Graduate credit is earned on all Freeman courses in which a grade of C or higher is earned. Courses for which a student has received credit cannot be repeated. A student must repeat any course in which he or she earns a failing grade. When a course is repeated, both grades contribute to the student's grade point average.

## CONTINUATION REQUIREMENTS

To qualify for continuation in the program, a student who has completed 12 or fewer credit hours must attain a cumulative grade point average (GPA) of at least 2.75. Students who have completed more than 13 credit hours must maintain a cumulative GPA of at least 3.00. These standards are applied to all work attempted and completed in the Houston Master of Finance program at the Freeman School, including earned grades of F and WF.

**A student failing to meet continuation requirements will be placed on probation. If the terms of this probation are not met, the student is subject to dismissal from the program. An overall GPA of 3.00 on all course work attempted in the MFIN program is required for MFIN graduation.**

## RIGHT OF APPEAL

A student who receives a letter of dismissal from the MFIN program has the right to appeal the dismissal to the Executive Education Curriculum Committee. An appeal petition stating the reasons for the appeal should be submitted in writing to the associate dean for executive education, who will present it to the Executive Education Curriculum Committee. The student may request, or be requested, to appear in person before the committee if further information is needed. Favorable action on the appeal will depend on the student's ability to convince the committee that his or her academic performance to date is not representative of future performance. The Committee will attempt to determine if the student can achieve the required performance and rectify any deficiency in mastery of the core business disciplines in future semesters. The burden of argument in the appeal process rests with the student.

## PROBATION

A student who fails to meet the minimum GPA continuation requirements or who successfully appeals a dismissal will be placed on probation. The terms of the probation will vary depending on the particular circumstances. These terms ordinarily will include a requirement that the student's GPA increase to the level required for continuation and may include a requirement to take specific courses and achieve specified levels of performance in those courses. Students who receive a grade of I (incomplete) while on probation are subject to dismissal. Students who fail to meet the conditions of probation will be dismissed from the program.

## UNIFIED CODE OF GRADUATE STUDENT ACADEMIC CONDUCT / TULANE CODE OF STUDENT CONDUCT

All registered Tulane University students are bound by the Unified Code of Graduate Student Academic Conduct and the Tulane Code of Student Conduct. All scholastic assignments are conducted under these codes. Work not

otherwise attributed is assumed to be your own work and, likewise, team projects the work of that team's members. Infractions of the codes also include the unauthorized giving or receiving of information, any act of collusion during an examination, as well as the giving of false testimony.

We do not anticipate violations of the Codes. By enrolling in the Executive MBA program, you accept personal responsibility to uphold the Codes. Although the program features group learning, it is essential that the Codes be observed on examinations and other projects that are intended to discern and measure individual achievement.

The Tulane Unified Code of Graduate Student Academic Conduct (<http://tulane.edu/provost/upload/Unified-Code-of-GS-Academic-Conduct-11-14-07.pdf>) and the Tulane Code of Student Conduct (<http://tulane.edu/studentaffairs/conduct/code.cfm>) can be found on our Web site and are also printed at the end of this handbook. It is your responsibility to read and understand them.

## **CLASS ATTENDANCE AND PARTICIPATION**

Students will often have expertise in particular subject areas. Those students are expected to utilize that expertise to enrich the experience of the class, provide a resource to other students, and enhance class discussions.

You are expected to attend all classes unless you are ill or prevented from attending by exceptional circumstances. Should you must miss more than two classes in any given course, you may be required to retake that course in order to receive academic credit and to complete the degree requirements of the program. If you must miss a class or exam, it is your responsibility to contact the faculty member and your academic advisor *prior to that class*, or as soon as possible in the case of an emergency. Please make all requests in writing to your academic advisor in the Stewart Center office.

Instructors may establish additional policies for attendance of their classes; these policies are announced at the beginning of each course. Students who find it necessary to miss class are responsible for obtaining notes on material covered in the missed sessions. The instructor determines whether to allow the student to make up missed quizzes, examinations, or other exercises.

Students are expected to complete all course requirements in a timely manner. This includes taking all exams at scheduled exam times. In the exceptional case when a student has an unavoidable conflict with an exam or project deadline, special arrangements and approvals are required from both the academic advisor and the instructor. If special arrangements are made, the exam or project must be completed *prior to* the initial exam or project deadline.

## **MEDICAL EXCUSES**

Students are responsible for notifying both professors and their academic advisor about absences that result from serious illnesses, injuries, or critical personal problems. Questions regarding current policies for medical excuses should be directed to the Associate Dean or Director.

## **STUDY TEAMS AND TEAM ASSIGNMENTS**

In the Master of Finance program, some graded assignments (problem sets, projects, papers, and presentations) are completed in teams. We expect study teams to be self-managing, and expect all members to contribute to the team effort. A more complete discussion of study teams is included in this handbook.

Instructors often assign projects (term papers, case analyses, problem sets) that are to be completed individually or in teams. Submit these assignments in sealed envelopes by the due date to the Houston office unless otherwise instructed by the professor.

## **FACULTY**

Faculty members maintain regular office hours or are available to meet with you by appointment. Contact information is available through the Tulane University website phone directory (visit [www.tulane.edu](http://www.tulane.edu) and click on Phone Book) or by calling the Stewart Center.

## **COURSE EVALUATIONS**

You have an opportunity at the end of each course to evaluate the instructor, course, and course materials. Your input is critical to administration and faculty in determining program effectiveness and faculty performance. All course evaluations are completed online and are administered through your Tulane email address.

All course evaluations are confidential and remain anonymous to instructors. To safeguard this anonymity and confidentiality, professors do not see the original evaluations completed by each student, but receive a composite analysis and summary of the evaluations *after all grades have been reported*.

## **LEAVE OF ABSENCE**

Should a student need to take a leave of absence for personal or work reasons, the student must notify the Associate Dean for Executive Education of his or her intention and proposed return date. Any student who breaks the continuity of his or her program for more than two calendar years must reapply for admission to the MFIN program through the Executive Education Office. Readmitted or reactivated students must meet the degree requirements and abide by the academic and tuition policies in force at the time of his or her return to the program. The Executive Education Curriculum Committee will review the student's record and indicate which courses taken in the past will meet the new degree requirements and which will not. No course more than seven years old may be used to meet the degree requirements without the written approval of the Executive Education Curriculum Committee.

## **NON-TRANSFERABILITY OF CREDITS**

Credits from MFIN program courses are not transferable to other universities. Likewise, transfer credits from other programs are not accepted.

## **FREEMAN MBA ALUMNI ADMISSIONS**

Tulane MBA graduates can earn a Master of Finance (MFIN) degree by completing the necessary coursework in the Houston Master of Finance program. A total of 32 credit hours (16 courses) are required in the MFIN program, and up to eight (8) courses may be waived for Freeman School MBA graduates. Any course in the MFIN program curriculum that was previously completed in any Freeman School MBA program (Executive MBA, Professional MBA, or Full-time MBA) can be waived by the Admissions Committee if the following criteria are met:

- For each course considered for waiver, a grade of B, P, or higher, was earned,
- For each course considered for waiver, the course credits earned match or exceed those required in the MFIN program,
- Each course was completed within five years from the start of any MFIN coursework, and
- All MFIN coursework is completed within 16 months from the date the candidate begins MFIN program.

Course substitutions are generally not allowed.

## **PRIVACY OF RECORDS**

Privacy of students' records and affairs is protected under the Federal Family Educational Rights and Privacy Act of 1974 as amended (P.L. 93-380) and policies issued by the Board of Administrators of the Tulane Educational Fund. Each year under the federal act, the office of student affairs publishes a comprehensive statement describing institutional obligations and practices and students' rights. Individuals who have particular questions are urged to contact the program manager.

The A. B. Freeman School of Business subscribes to the highest level of professional ethics and standards. All individual advising sessions are private and confidential. All records are maintained under the stringent provisions of the Family Education Rights and Privacy Act. Student information is NOT released unless specifically authorized in writing by the student. Students have the right to see their records by appointment and to appeal the inclusion of any information in them.

Tulane University's legal counsel will review any subpoenas for student information and the University will release such information only through the General Counsel's office.

## **► ACCREDITATION**

Tulane University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor's, master's, and doctoral degrees. Tulane's Freeman School of Business is one of 16 founding members of the Association to Advance Collegiate Schools of Business International (AACSB International), the nation's leading accrediting body for collegiate schools of business.

## PROGRAM COST

Tuition for the 2011-12 Houston MFIN program is \$45,000, or \$1,406.25 per credit hour and includes registration; tuition and course fees; books and course materials; study labs; some meals; and parking on class days.

A notebook computer equipped with the selected software platform is required for use in the program and students are responsible for obtaining this computer. Specifications are available on the Web at <http://emba.tulane.edu/site165.php>.

The term payment schedule (shown at right) applies unless a signed Tuition Payment Deferral Agreement has been provided to Tulane University. The term payment schedule also applies if the student fails to comply with the terms of the Deferral Agreement.

2011-12 HOUSTON MASTER OF FINANCE PROGRAM	
Term payments are due as follows:	
Upon acceptance	\$1,000
January 2011	\$10,250
June 2011	\$11,250
September 2011	\$11,250
January 2012	\$11,250
Total	\$45,000

## TUITION DEFERRAL AGREEMENT / MODULE PAYMENT PLAN

Students may select the Deferred Tuition Payment Option to pay tuition by module. Tulane's Accounts Receivable department recognizes that some MFIN students are reimbursed by their employers after courses are completed. AR allows those students who submit a signed Tuition Deferral Agreement the option of paying for each course 45 days after each scheduled exam date. Deferred tuition payments and due dates are shown in the below.

Course, or module, payments must be posted to your Tulane account by each due date (45 days after the scheduled exam date in each module). If you mail or hand your check to us, you must also consider the time it will take for it to be posted to your account, allowing time for mailing and depositing your payment with the Bursar.

Deferred or module payments must be posted to your Tulane account by each due date (45 days after the scheduled exam date in each module). All amounts due Tulane University must be paid in full in order to receive your diploma and transcripts. If you mail or hand your check to us, please consider the time it will take for mailing, depositing, and posting to your account. We cannot be responsible for any finance charges that result from delays.

2011-12 HOUSTON MASTER OF FINANCE PROGRAM	
Deferred Tuition Option Payment Due Dates	
With submission of contract	\$1,000.00
April 29, 2011	\$4,625.00
June 30, 2011	\$5,625.00
July 29, 2011	\$5,625.00
September 30, 2011	\$5,625.00
November 30, 2011	\$5,625.00
December 30, 2011	\$5,625.00
February 28, 2012	\$5,625.00
April 29, 2012	\$5,625.00
Total	\$45,000.00

**Finance charges will accrue automatically on unpaid balances, if payments are not received by the due dates. Module payments are due on the specified dates, regardless of company reimbursement policies and delays.**

## **PAYMENT OPTIONS:**

1. **Make payments online at <http://gibson.tulane.edu>. This is the most efficient way to submit payments.**  
Online payments are the same as writing a check. There are no service fees, no delays, and transactions are posted the same day. Anyone, even a third party, can make an online payment to a student's account. Tulane accepts MasterCard, American Express and Discover credit cards.  
*Tulane does not accept VISA for Accounts Receivable payments.* There is a convenience fee assessed for all credit card transactions. Accounts Receivable does not accept credit card payments in the office or by phone.
2. **Mail checks directly to AR at address listed on bill.**
3. **Submit checks to the EMBA Program office for deposit.** Please consider the time it will take for mailing, depositing, and posting to your account. We cannot be responsible for finance charges that result from these delays.
  - All payment transaction information and instructions can be found at <http://pandora.tcs.tulane.edu/acctrec/>.

**Your student account balance must be paid in full to receive a degree, diploma, and/or university transcripts.** Before graduation, the Tulane Accounts Receivable department will set the due date for payment of all account balances in order to receive a diploma at graduation. This date is typically three weeks prior to graduation, but could be earlier. Anticipate this requirement so that your account balance is paid in full before this final payment due date.

## **ACADEMIC HONORS AND AWARDS**

### **BETA GAMMA SIGMA**

This honorary business scholastic fraternity was established in 1926. Its purposes are to reward scholarship and accomplishment in all phases of business among the students and graduates of the school, to promote the advancement of education in the science of business, and to foster principles of honesty and integrity in business practices. High scholarship and promise of marked ability are the prime requisites governing selection of graduating students for membership. By invitation, new members join at the annual meeting held in the spring.

### **TULANE ASSOCIATION OF BUSINESS ALUMNI (TABA) AWARD**

Established to recognize an outstanding graduate of the Bachelor of Science in Management program and an outstanding graduate of the Master of Business Administration program, this award is presented to students who rank in the top ten percent of their classes and, in the opinion of the dean, the associate deans, department heads, and the officers of the Tulane Association of Business Alumni, have displayed exceptional intellectual ability, leadership, self-motivation, and a sense of responsibility to peers, the school, and the community.

### **OUTSTANDING TEACHER AWARD**

At the end of the curriculum, students will have the opportunity to vote for the faculty member who best meets standards of excellence in teaching. The outstanding faculty member and runners-up are announced at graduation.

## **COMMENCEMENT AND DEGREE REQUIREMENTS**

### **PARTICIPATION IN COMMENCEMENT POLICY**

Master of Finance students should complete all degree requirements to participate in the May 2012 commencement held in New Orleans. Students who have not completed all academic requirements by the May deadline, may be included in commencement activities if the students:

- 1) are in good academic standing and scheduled to complete all degree requirements by the close of summer session of the year in which the student will participate in commencement,\*
- 2) meet all financial obligations to the Freeman School and Tulane University in order to receive a diploma following completion of degree requirements, and
- 3) submit a letter acknowledging that participation in the ceremony in no way obligates the Freeman School or Tulane University in the event the student does not successfully complete degree requirements and financial obligations. The dean's office will provide this letter for signature.

*\* In the event that a student in good standing fails a course in the final semester, but the student is maintaining an acceptable GPA and can successfully complete degree requirements by close of summer session, that student may be allowed to participate in May commencement by permission of the dean.*

### **APPLICATION FOR DEGREE**

Each student must submit an application for degree form at the beginning of the semester in which he or she intends to graduate. This form is available from your academic advisor in the Stewart Center.

### **FINANCIAL AND OTHER UNIVERSITY REQUIREMENTS**

Each student must meet all financial, academic, and non-academic requirements set by Tulane University and by the A. B. Freeman School of Business. Student account balances must be paid in full to be eligible to receive a Tulane degree, diploma, or transcripts.

### **DEGREE REQUIREMENTS**

To meet the academic requirements for the degree in the Master of Finance program, a student must successfully complete 32 credit hours of courses as outlined in the program curriculum schedule, in accordance with the guidelines set forth in this handbook.

## **FACILITIES AND SERVICES**

### **STEWART CENTER FOR EXECUTIVE EDUCATION**

The Stewart Center for Executive Education handles registration and academic advising, maintains academic records, provides books and course materials, and serves as a liaison between MFIN students and various university departments and outside vendors. The Stewart Center's Houston office is located on the 9th floor of 1700 West Loop South, and is open from 8:30 a.m. to 5 p.m., Monday through Friday, and Saturday when classes are in session.

### **THE TULANE SUITE**

The Tulane suite is available to Tulane's Houston students for study, team meetings, meals, and relaxation during class days. Students and university groups may reserve space in the Tulane suite for meetings and functions. If you

would like to reserve space on days other than class days, please call the Houston office to confirm availability.

## **PHOTOCOPIER**

Photocopiers are available for Tulane students. Any copier needs or malfunctions should be reported to the staff. For large copy jobs, we can suggest a convenient full-service copy center.

## **FAX MACHINE**

The fax machine located in the office is available to students on class days. The staff can assist you with incoming and outgoing faxes.

## **MEALS AND BREAKS**

Full breakfasts (starting at 7:30 a.m.), coffee, soft drinks, and lunches are provided on scheduled class days in the Dining Room. Because of time constraints and to promote camaraderie, we strongly encourage you to have these meals with your class rather than leaving campus. Any special dietary needs can be handled through the program manager.

## **COMPUTER AND SOFTWARE REQUIREMENTS**

Each student participating in the program must have a notebook computer meeting currently published specifications. Specifications are available on the Web at <http://emba.tulane.edu/site167.php>.

Virus protection software is recommended and available through a site license agreement negotiated between Tulane and Network Associates, Inc. The McAfee VirusScan package is available for use by Tulane students while they are enrolled at the University.

Discounted software is also available to enrolled students. For information, visit <http://tulane.edu/tsweb/software/index.cfm>.

## **BREAK-OUT ROOMS**

Individual or small group study rooms, located in the Tulane suite, are available to all students.

## **FREEMAN NETWORK CONNECTIONS**

The Freeman Web site provides instructions for connecting to the Freeman network. In addition, IT consultants will be available to assist you with connections during the first weekend of class.

## **NETWORK PRINTERS**

Network printers are located in all classrooms. Students can send print jobs directly to the printer from their network stations in the classroom.

## **ELECTRONIC MAIL**

All students will receive Tulane electronic mail accounts. We will use email as our primary means of communication. You should plan to check your Tulane email account often or redirect all messages to an email account that you do check regularly.

## **MEDIA SERVICES**

All Houston classrooms are equipped with overhead projectors, multimedia computer consoles, and stereo VHS videocassette players. Video recording equipment is available for preparing and taping class presentations. Equipment is continuously available for student use. Technical support or assistance is provided on request.

## **DIGITAL RESOURCES/LIBRARY**

Your Tulane computer user ID and password provide access to electronic databases and journals at the Lillian A. and Robert L. Turchin Library of the Freeman School of Business, as well as at Howard Tilton Memorial Library, Tulane University's main campus library. You may access digital resources at both libraries at the following web addresses:

Turchin Library (Business): <http://www.freeman.tulane.edu/lib-tech/turchin/default.php>

Tilton Library (Main): <http://library.tulane.edu>

## **BUILDING AND PARKING ACCESS CARDS**

Access cards are provided to all students at Orientation. Your access card will provide access to the building, parking garage, and elevators on all class dates. If you have any trouble entering the building, see your program coordinator or locate the security guard on the ground floor for assistance. Parking is limited to the non-reserved spaces on the roof of the parking garage. Please observe parking regulations to avoid suspension of parking privileges. *Students are responsible for any fines incurred for parking violations.*

## **TULANE ID CARDS**

Students will receive Tulane ID cards within the first weeks of the program start. These cards can be used for access to the Tulane and Freeman facilities in New Orleans and for entry to certain Tulane events.

## **ONLINE COURSE SERVICES**

As a Tulane student, you will have access to Blackboard.com, a system for managing courses, posting course materials, sharing work, and more. Each instructor will choose whether or not Blackboard or other online systems will be used in his/her course. Blackboard can be accessed at <http://tulane.blackboard.com>.

## **STUDENT HEALTH INSURANCE**

Tulane University requires that all students have health and medical insurance coverage. All students must provide proof of health care coverage. Students who fail to provide proof are billed for this coverage through the University. If you do not have medical insurance coverage through your company, you may elect to purchase coverage through the Tulane student plan.

## **ACCOMMODATIONS PACKAGE**

Tulane offers an optional accommodations package at the Marriott West Loop Hotel for students traveling to Houston from outlying areas. This option provides guaranteed rooms at a discounted price for nights preceding all class sessions and exam dates. The Marriott is located conveniently at 1750 West Loop South, adjacent to the Tulane's Houston Campus.

## **IMPORTANT RULES AND GUIDELINES:**

- Although we are available to assist you whenever possible, the office staff cannot provide services such as typing and photocopying.
- We try to maintain security in the building; however, we cannot assume responsibility for lost or stolen articles. Keep valuables with you.
- Alcohol consumption is strictly prohibited during class sessions and in classrooms.
- Smoking is strictly prohibited in all areas of the building, including the Tulane facilities.
- As a courtesy to your professors and classmates, please silence pagers and cell phones during class sessions.
- Feel free to dress as informally and comfortably as you wish, since you will be spending a great deal of time in class. We may occasionally suggest that you dress in business attire for special events or social occasions.
- Please do not call for grades over the phone. Grade reports will be handed to you personally or mailed to your home by the program coordinator.

## **STUDY TEAMS**

Study teams are formed at the beginning of the program. Faculty may restructure teams to meet their course needs.

In creating teams, we consider many aspects of a student's history, including academics, professional background, GMAT scores, cultural knowledge, and technical expertise. Our goal is to create well-balanced teams that reflect a diversity of membership, enabling these teams to function well as autonomous units.

The team experience is a source of constant learning. Team members must apply skills of delegation, leadership, motivation, and teamwork to manage projects and people for the benefit of the team. These skills are increasingly important as teamwork plays a greater role in today's organizations.

Each team appoints a team representative; representatives from each team meet regularly with the Associate Dean and staff to discuss class feedback, concerns, and suggestions.

## STUDY TEAMS ADD TO THE MFIN EXPERIENCE BY:

- Providing tutorial benefits for team members. The expertise of a team's members in areas such as accounting, finance, marketing, and general management benefits the team.
- Offering peer support to ensure that each member pulls in the same positive direction.
- Creating a vehicle for faculty to assign team projects.
- Providing support during periods of academic, work, or family stress.
- Forming the cornerstone for enduring friendships and a solid network for the future.

### **Study team models will vary greatly. The following suggestions may assist you in building a successful study team.**

- Plan an initial meeting between orientation and the first intensive week to get to know each other, define the ground rules, and set expectations in terms of attendance at meetings and performance within the team.
- Agree in advance on regular meeting times. Set an agenda and time limit for each meeting.
- Establish team norms for attendance and contributions on each project.
- Be willing to share information freely between team members on team assignments.
- Be a team player. Study teams are built on trust and mutual assistance and each team member accepts a responsibility to contribute to the best of his or her ability. **If a member is not contributing, other team members have a responsibility to discuss with that person their level of participation.**
- Negotiate with each other and try to resolve disagreements between yourselves.
- Be flexible and respect each team member's strengths.
- Remember that study teams are dynamic and interactions can and will change over the course of the program.

## APPENDICES

### UNIVERSITY CODE OF GRADUATE STUDENT ACADEMIC CONDUCT

#### Introduction:

The integrity of Tulane University is based on the absolute honesty of the entire University community in all academic endeavors. As part of the Tulane University community, graduate students have certain responsibilities regarding work that form the basis for the evaluation of their academic achievement. Students are expected to be familiar with these responsibilities at all times. No member of the University community should tolerate any form of academic dishonesty because the scholarly community of the University depends on the willingness of both instructors and students to uphold this Unified Code of Graduate Student Academic Conduct. When a violation of the Code is observed, it is the duty of every member of the University's academic community who has evidence of the violation to take action. Students should take steps to uphold the Code by reporting any suspected offense to the instructor or the Dean of their School. Students should not, under any circumstances, tolerate any form of academic dishonesty.

In all work submitted for academic credit, graduate students are expected to represent themselves honestly. The presence of a student's name 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 student's own intellectual effort, stated in his or her own words, and produced independently, unless clear and explicit acknowledgment of the sources for the work and ideas is included (with the use of quotation marks when quoting someone else's words). This principle applies, but is not limited to, to papers, tests, homework assignments, artistic productions, laboratory reports, computer programs, and other academic assignments.

All new graduate students in the Schools shall have access to a copy of this Code before the start of their first semester. Lack of familiarity with the Code or with the precise application of its principles to any specific instance is not an excuse for noncompliance.

#### Article 1 – Definitions:

The terms below are used throughout this document and are defined as follows:

1. **“Accused Student”** means any graduate student accused of violating the Code.
2. **“Appellate Panel”** means any person or persons from the Honor Board authorized by the Dean's Designee to consider an appeal either of an Honor Board Hearing Panel's determination or of the sanctions imposed in a particular situation.
3. **“Chairperson”** means the Chair of an Honor Board Hearing Panel or Appellate Panel. The Chairperson must be a faculty officer of the Honor Board, and is appointed from all Honor Board officers by the Dean's Designee.
4. **“Code”** means this Unified Code of Graduate Student Academic Conduct.
5. **“Dean's Designee”** means a School Official authorized by the Dean to coordinate Honor Board proceedings and impose sanctions upon any student(s) found to have violated the Code. In most cases, the Designee will be an Associate Dean of the School.
6. **“School Official”** means any person employed by a School to perform administrative or professional responsibilities.
7. **“Complainant”** means any person who submits a charge alleging that a student violated the Code.
8. **“Dean”** means the Dean of the School in which the Accused Student is enrolled.
9. **“Faculty”** means those engaged in teaching and research appointed to appropriate faculty status by the Board of Administrators of the University in accordance with the existing constitutions of the various divisions of the University. For purposes of Honor Board continuity, “faculty” is limited here to regular appointments, either part- or full-time, either tenure- or non-tenure track, but does not include special appointments.
10. **“Graduate Student”** means all persons enrolled at Tulane University pursuing post-baccalaureate studies on either a “for credit” or on an “audit” basis, and on either a full-time or part-time basis, including Research Dissertation and Masters. This includes, but is not limited to, students pursuing the E.M.B.A., M.B.A., M.A., M.ARCHII, M.ACCT., M.F.A., M.FIN., M.L.A., M.P.S., M.S., M.S.W., and Ph.D. degrees. “Graduate Students” also includes persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term but who have a continuing relationship with Tulane, or who have been notified of their acceptance for admission.
11. **“Honor Board”** means those persons who may from time to time be asked to serve on an Honor Board Panel. The Honor Board shall consist of approximately forty (40) graduate students and twenty-five (25) faculty members from the Schools. It shall be a goal to select representation proportional to enrollment from the Schools whenever possible. The Dean shall have the right to nominate, suspend, or remove any member of the Honor Board from his or her School.
12. **“Honor Board Officer”** means a faculty or graduate student member of the Honor Board elected by their corresponding Honor Board colleagues to provide training to new Honor Board members and, in the case of faculty honor board officers, serve as chairs for Honor Board panel hearings.
13. **“Honor Board Hearing Panel”** means any person or persons authorized by the Dean's Designee to determine in a particular situation whether a student has violated the Code and to recommend sanctions that may be imposed when a Code violation has been committed.
14. **“Instructor”** means any person who conducts classroom or teaching activities for Tulane University.
15. **“Member of the University Community”** means any person who is a student, Faculty, School Official, or any other person employed by Tulane University. A person's status shall be determined by the Dean's Designee.
16. **“Schools”** means the Schools of Architecture, Business, Continuing Studies, Liberal Arts, Medicine, Science and Engineering, and Social Work.
17. **“Tulane University”** or **“University”** here means collectively the Schools of Architecture, Business, Continuing Studies, Liberal Arts, Medicine, Science and Engineering, and Social Work.

#### Article II – Code Authority:

1. The Dean's Designee shall determine the composition of Honor Board Hearing Panels and Appellate Panels in a manner consistent with provisions of the Code, as well as which Honor Board Panel and Appellate Board Panel shall be authorized to hear each matter.
2. The Dean's Designee shall develop procedures for the conduct of Honor Board Hearing Panels and Appellate Panel hearings that are not inconsistent with provisions of the Code.
3. Decisions made by an Honor Board Panel and/or Dean's Designee shall be final, pending the normal appeal process as outlined in the Code.
4. Allegations of harassment shall be addressed under Tulane University's harassment policy ([http://www.tulane.edu/~fachand/Part\\_10--University-wide\\_Policies.htm](http://www.tulane.edu/~fachand/Part_10--University-wide_Policies.htm)). Allegations of research fraud shall be addressed under Tulane University's fraud in research policy ([http://www.tulane.edu/~fachand/Fraud\\_in\\_Research.htm](http://www.tulane.edu/~fachand/Fraud_in_Research.htm)). All other policies regarding student life (e.g., alcohol policy) are covered under the Code of Student Conduct (<http://studentaffairs.tulane.edu/judicial/CodeofStudentConduct.pdf>).
5. Members of the Honor Board shall elect one officer from each School on an annual basis, and shall work with the Schools to provide training on Honor Board membership requirements, rules, and regulations to Honor Board members.

### Article III – Proscribed Academic Conduct:

1. Jurisdiction of the Unified Code of Graduate Student Academic Conduct  
The Code shall apply to academic conduct of each student from the time of application for admission through the actual awarding of a degree, even though academic conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment, and even if the academic conduct is not discovered until after a degree is awarded. The Code shall also apply to a student's academic conduct even if the student withdraws from school while a disciplinary matter is pending.
2. Violations of the Unified Code of Graduate Student Academic Conduct  
Any student behavior that has the effect of interfering with education, pursuit of knowledge, and/or a fair evaluation of a student's performance is considered a violation of the Code's proscribed academic conduct. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in this Code. The following are defined as academic conduct violations under the code:
  - a. **Cheating** -- Giving, receiving, or using, or attempting to give, receive, or use unauthorized assistance, information, or study aids in academic work, or preventing or attempting to prevent another from using authorized assistance, information, or study aids. Consulting with any persons other than the course professor and teaching assistants regarding a take-home examination between the time the exam is distributed and the time it is submitted by the student for grading. Students should assume the exam is closed book; they may not consult books, notes, or any other reference material unless explicitly permitted to do so by the instructor of the course.
  - b. **Plagiarism** -- Unacknowledged or falsely acknowledged presentation of another person's ideas, expressions, or original research as one's own work. Such an act often gives the reader the impression that the student has written or thought something that he or she has in fact borrowed from another. Any paraphrasing or quotation must be appropriately acknowledged. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Please consult any of the available references on acknowledging sources in academic work for more information on documenting sources.
  - c. **Fabrication** -- Submission of contrived or altered information in any academic exercise.
  - d. **False Information** -- Furnishing false information to any University official, instructor, or University office relating to any academic assignment or academic issue.
  - e. **Unauthorized collaboration** -- Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.
  - f. **Multiple submission** -- Presentation of a paper or other work for credit in two distinct courses without prior approval by both instructors.
  - g. **Sabotage** -- Destroying or damaging another student's work, or otherwise preventing such work from receiving fair graded assessment.
  - h. **Unfair advantage** -- Any behavior disallowed by an instructor that gives an advantage over other fellow students in an academic exercise.
  - i. **Facilitation of academic dishonesty** -- Knowingly helping or attempting to help another student violate any provision of the Code.
  - j. **Tampering with academic records** -- Misrepresenting, tampering with, or attempting to tamper with any portion of a student's academic record.
  - k. **Improper disclosure** -- Failure of an Honor Board member, witness, or participant in an Honor Board hearing to maintain strict confidentiality concerning the identity of students accused of Honor Code violations.

### Article IV – Responsibilities:

1. Instructors  
All instructors shall foster an environment which encourages adherence to the principles of honesty and integrity. Each instructor shall give specific directions concerning the nature of examinations and assignments, stating, for example, when collaboration is permissible. Each instructor shall be familiar with the principles and procedures of the Code. He or she shall report all suspected violations so that, for example, repeat offenders can be detected. Each instructor shall also appear and testify when called upon to do so by the Honor Board. Failure to do so will be considered a violation of the Code, absent compelling reasons for failure to appear and testify when called upon by the Honor Board.
2. Students  
As with similar Honor Codes at their former undergraduate institutions, all graduate students are expected to adhere to the principles of the Code. All academic work must be the result of the student's own efforts, except when

collaboration has been explicitly allowed. If a student is unsure how a particular assignment is affected by the Code, it is his or her responsibility to consult the Instructor. This applies not only to the student's own behavior, but also to the behavior of others.

#### **Article V – Reporting Violations and Preparing for a Hearing:**

1. Reporting Suspected Violations  
Any member of the University community may file charges against a student for violations of the Code. A charge shall be prepared in writing and directed to the Dean of the Accused Student's School. Any charge should be submitted as soon as possible after the Complainant becomes aware of the relevant events or challenged actions and/or complained of actions, preferably within five (5) working days of the alleged violation.
2. Copy of the Charges  
If a violation of the Code is suspected, the Dean will appoint a designee (Dean's Designee) who will provide the Accused Student with a copy of the formal charge in writing: the nature and occasion of the alleged violation, the name of the Complainant, copies of the documents pertinent to the allegation and a copy of the code within five (5) working days or as soon as is practical.
3. Dean's Designee's Initial Review  
If alleged violation of the Code has been reported, the Dean's Designee shall review the charge to confirm that the charge being made falls within the scope of this Code and that all documents have been prepared according to its provisions. This review should generally take place within two (2) working days of the Dean's Designee's receipt of the charge when feasible.  
If, in the considered opinion of the Dean's Designee, the charge is improper and should not be taken to a hearing, that decision should generally, when feasible, be communicated to the Accused Student and Complainant within five (5) working days, the latter of whom retains the right to have the Dean's Designee's decision reviewed by the Dean.
4. Accused Student's Review  
If the charge is brought to a hearing, the Accused Student will be allowed five (5) working days to prepare his or her case; an extension to this period may be granted by the Dean's Designee, if deemed necessary.
5. Administrative Disposition  
If the Accused Student (or Accused Students) in the case informs the Dean's Designee that he or she plans to plead guilty, the Accused Student may waive the hearing and the penalty for violating the Code will be a grade of WF on the relevant course and one semester of honor board probation, assigned by the Dean's Designee. The Accused Student must also sign a statement acknowledging the violation and the penalty, and in the case of a Code violation involving multiple students, the signed statement will become part of the record in the hearing for any of the other students that do not plead guilty. A student may elect this option only if he or she has no prior convictions and if the violation, in the opinion of the Dean's Designee, would not likely result in suspension from the University if the student were to appear before a Hearing Panel. Administrative disposition of the case will appear on the Accused Student's record as a violation of the Code.
6. Witnesses  
The Honor Board Panel Chairperson shall consult with the Complainant and the Accused Student, if necessary, to ascertain what witnesses should be called in the Hearing, to make sure that all concerned understand the workings of the Code.
7. Right to an Advisor  
The Accused Student has the right to be assisted by an advisor of his or her choice (to be selected from a list of faculty familiar with the workings of the Honor Code). The Dean's Designee can provide the Accused Student with a list of potential advisors. The Dean's Designee may not act as the Accused Student's advisor. The advisor may not have an attorney-client relationship with the person advised. The Accused Student is responsible for presenting his or her own information, and therefore, an advisor is not permitted to speak or to participate directly in any Honor Board hearing. A student who selects an advisor should insure that the advisor's schedule allows attendance at the scheduled date and time of the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
8. Students with Physical Impairments  
An Accused Student with a physical impairment that may impact her or his ability to effectively participate in a Hearing or Appellate Panel (e.g., hearing impairment) may request additional assistance through the Dean's Designee. The Dean's Designee, in consultation with the Manager of Disability Services at the Center for Educational Resources & Counseling (ERC), will determine the appropriate accommodations, if any.

#### **Article VI – Composition and Jurisdiction of the Honor Board and Hearing Panels:**

1. Composition of the Honor Board  
The Honor Board is composed of persons selected by the procedure below who may from time to time be asked to serve on an Honor Board Panel. The Honor Board shall consist of approximately forty (40) graduate students and twenty-five (25) faculty from the Schools. It shall be a goal to select representation proportional to enrollment from the Schools (as defined below) whenever possible. The Dean shall have the right to nominate, suspend, or remove any member of the Honor Board from his or her School.
2. Selecting New Members and Officers of the Honor Board
  - a. Selection of Graduate Students
    - i. New graduate student members of the Honor Board shall be appointed by the Dean in consultation with the relevant graduate student governing body in each School. The Sr. Vice President for Academic Affairs, or his or her designee, will determine the number of graduate students members needed from each School at the beginning of each fall term on a proportional enrollment basis of the participating schools for that academic year.
    - ii. No student who has been convicted of a violation of the Code may serve on the Honor Board.

- b. Selection of Student Officers  
One graduate student member of the Honor Board from each participating School shall serve a one-year term as an officer of the Honor Board. Selection of the officers will be made each spring by vote of the continuing members of the Honor Board. The officers of the Honor Board may convene the Honor Board to review procedures, conduct training, and/or for other official business.
  - c. Selection of Faculty Members  
Faculty members of the Honor Board shall be chosen by the Dean of their schools and will serve two-year terms. The Sr. Vice President for Academic Affairs, or his or her designee, will determine the number of faculty members needed from each School at the beginning of each fall term on a proportional enrollment basis of the participating schools for that academic year.
  - d. Selection of Faculty Member Officers  
One faculty member of the Honor Board from each participating School shall serve a one-year term as an officer of the board. Faculty members of the Honor Board shall elect one officer from each School on an annual basis, and shall work with the Schools to provide training to Honor Board members. The officers of the Honor Board may convene the Honor Board to review procedures, conduct training, and/or for other official business.
3. Composition of Honor Board Hearing Panels  
Panels shall be constituted from five (5) members of the Honor Board - three graduate students and two faculty. One of the three student representatives must be an officer of the Honor Board, and at least one must be from the Accused Student's school (the officer may be from the Accused Student's school). Similarly, at least one of the faculty members must be an officer of the Honor Board, and at least one must be from the Accused Student's school. The faculty member who is an officer of the Honor Board shall serve as the Chairperson. The Honor Board Hearing Panel shall hear cases and determine the guilt or innocence of the Accused Student(s), and shall recommend appropriate penalties for implementation by the Dean's Designee.
  4. Honor Board Hearing Panel Voting Rights  
Students and faculty are voting members of the Honor Board Hearing Panel and have one (1) vote each.

**Article VII – Honor Board Panel Hearings:**

1. Purpose of Hearings  
The purpose of the hearing is to provide the graduate student with an opportunity to be heard and to supply the Honor Board Hearing Panel with the relevant information necessary to reach a decision. It should be noted that a hearing is not a legal procedure and as such, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code proceedings. Polygraph tests are not admissible as evidence.
2. Hearing Date  
The Honor Board will make every effort to process cases in a timely manner. The Chairperson will convene an Honor Board Hearing Panel to review the charges brought against the student. Every effort will be made to convene that hearing within ten (10) working days after the Accused Student has been apprised of the charges in writing.
3. End of the Semester Offenses  
If the offense is reported at the end of the semester and an officer and a sufficient number of board members with appropriate representation from the student's school are unavailable to hear a case, the Dean's Designee may form an ad hoc panel composed of three faculty members (one from the student's school) and two students. If the case must be heard by an ad hoc panel, it will be heard as soon as possible and generally not later than fourteen working days after the end of final exams when feasible, unless the accused student asks to have the matter deferred until the beginning of next semester. If more than one student is accused in the same case and at least one of the Accused Students desires to postpone the hearing, it shall be deferred until the beginning of the next semester, unless any of the Accused Students is expected to graduate before the hearing is to take place. In either event, the hearing will generally take place within the ten (10) day period stipulated, when feasible.
4. Failure to Appear  
If an Accused Student, having been duly notified, does not appear before an Honor Board Hearing Panel, the information in support of the charges shall be presented and the hearing shall proceed.
5. Testimony  
If a person is called before an Honor Board Hearing Panel, the person is obligated to be completely honest because the charges against the Accused Student can result in suspension or expulsion from the University. It is every member of the University community's duty to ensure that the principles of the Code are upheld and that the procedures are properly followed.
6. Procedures for Honor Board Hearing Panel
  - a. Honor Board hearings shall be conducted in private.
  - b. The Chairperson shall preside over each Honor Board Hearing Panel. He or she shall see that an audio recording is made of all testimony. The Chairperson shall notify all participants of the date and time of the hearing within five working days after the Accused Student has been notified, when feasible. The Chairperson shall submit a written report of the hearing, accompanied by an audio recording of all testimony and a copy of all evidence presented, to the Dean generally within two working days after the hearing.
  - c. There shall be a single record, such as an audio recording, of all Honor Board Hearings. Deliberations of an Honor Board Panel shall not be recorded. The record shall be the property of the School. The record shall be retained by the School only until all appeals have been exhausted or a determination has otherwise become final, or such longer period as may be required by law, rule, or regulation.
  - d. The Accused Student has the right to be assisted by an advisor of his or her choice (to be selected from a list of faculty familiar with the workings of the Honor Code). The Dean's Designee can provide the Accused Student with a list of potential advisors. The advisor must be a member of the University community and may not have an attorney-client relationship with the person advised. The Dean's Designee may not act as the Accused Student's advisor. The Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Honor Board Panel Hearing. A student who

selects an advisor should insure that the advisor's schedule allows attendance at the scheduled date and time of the Honor Board Hearing Panel because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- e. Pertinent records, documents, and written statements may be accepted as information for consideration by an Honor Board Hearing Panel at the discretion of the Chairperson.
- f. All procedural questions are subject to the final decision of the Chairperson of the Honor Board Hearing Panel. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code proceedings.
- g. At the beginning of the hearing, the Chairperson shall read the charges against the Accused Student. Normally the complainant will give testimony first, followed by supporting witnesses, followed by the Accused Student and supporting witnesses, and then by other witnesses, if any. Any of the preceding may be recalled for further testimony if clarification is necessary. The Chairperson shall inform the Accused Student and any witnesses of the following before testimony begins:
  - i. False testimony given in a hearing is a violation of the Unified Code of Graduate Student Academic Conduct.
  - ii. All testimony given in an Honor Board Hearing is to be held in the strictest confidence.
  - iii. All witnesses must be called to give substantive testimony rather than character testimony.
- h. The Accused Student may make a statement before the Honor Board, examine or dispute any evidence, make no statement, or decline to respond to any questions.
- i. The Complainant, the Accused Student, and any witnesses will be brought before the Hearing Panel independently and separately of one another to give testimony. If the Complainant and/or Accused Student in the hearing cannot be present, written testimony will be accepted.
- j. After hearing all evidence and witnesses in the case, the Honor Board Hearing Panel will vote to determine the guilt or innocence of the student based on whether it is more likely than not that the Accused Student violated the Code; a (simple) majority is necessary for a finding of guilty. All members of the Honor Board Panel vote and abstentions will be counted as votes of not guilty. No member of the Honor Board Hearing Panel will be allowed to vote unless he or she has been present to hear all the evidence in the case.
- k. If the Accused Student is judged not guilty, there will be no report of the case on his or her college record.
- l. If the Accused Student is found guilty of violating the Code, the Honor Board Hearing Panel will recommend sanctions.

7. Sanctions

Sanctions for violations of the Code are imposed on the basis of the infraction and any history of repeated violations by the student. In all cases of findings of guilt, the offense is noted permanently in the academic record of the student. The appropriate sanctions to be recommended by the Honor Board Hearing Panel to the Dean's Designee for a guilty verdict may include:

- a. Probation, signifying that a student is not in good standing for a specified length of time and a student cannot graduate while on probation.
- b. Lowering of a grade to zero, for an assignment or test; the Honor Board may stipulate that if a student chooses to withdraw from a course after receiving a grade sanction for an Honor Code violation, the student's record will reflect a grade of "WF" for the course in which the sanction was assessed.
- c. A grade of "WF" in a course.
- d. Suspension from the University for a period of time.
- e. Expulsion from the University.
- f. Admission to or a degree awarded by any School within Tulane University may be revoked for violation of the Code.
- g. More than one of the sanctions listed above may be imposed for any single violation.

Students should be aware that infractions of the Unified Code of Graduate Student Academic Conduct usually warrant a grade of "WF" for the course and Honor Board probation of two semesters for a first offense. Students should also be aware that they may not be allowed to continue in the graduate program after receiving the "WF," since Quality of Work Requirements for graduate students stipulate that one B- grade is cause for probation, and one grade below that is cause for dismissal. A conviction for a second offense warrants, and typically results in, expulsion from the University. In addition, the University reserves the right to withhold institutional support from a student's application for study at another institution if violations of the Code are noted in the student's academic record.

8. The Dean's Designee shall review all pertinent materials. If the Dean's Designee disagrees with the recommended sanction, he or she must provide the Hearing Panel with the reasons for disagreement. The Dean's Designee, having reviewed all pertinent information, shall notify in writing the student, the faculty, and the Chair of the Hearing Panel of his or her decision within three working days after receipt of the hearing panel's report.

**Article VIII – Duties of the School:**

1. Records

- a. The School shall maintain and retain a permanent record of all honor board convictions involving its students for as long as may be required by law, rule, or regulations. The record shall include a copy of all evidence submitted to the hearing panel, the report of the Chairperson to the Dean's Designee, and the Dean's Designee's final action. Copies of the latter two documents shall be maintained in separate, permanent records of the Honor Board. The recording of the hearing should be preserved only until all appeals have been exhausted or such longer period as may be required by law, rule, or regulation.
- b. From the permanent record, the Dean's Designee shall note in the school records any conviction and the sanction imposed. This information shall be available only to that student unless the student waives his or her right of exclusive access under the provisions of the Family Educational Rights and Privacy Act.
- c. Access to the audio recording and other information concerning a case during the process of adjudication shall be reserved for members of the Honor Board Panel or, if necessary, the Appeal Panel. The right to borrow these materials or copies of them from the school's records shall be restricted to the Honor Board Panel Chairperson,

the Dean and Dean's Designee, and the Honor Board officer chairing the Appeal Panel. The original or one copy of all documents shall remain in the school's records at all times.

## Article IX – Appeals

### 1. Appeal Process

- a. A student may appeal a decision of the Honor Board Hearing Panel or the Dean's Designee on one or more of the following grounds: procedural error, new evidence, and/or inappropriateness of sanction.
  - i. **Procedural error** is defined as any violation of the procedures stated in this Code.
  - ii. **New evidence** is defined as testimony or documentation not previously introduced that is directly relevant to the charges heard during the hearing and which merits consideration in light of its potential effect upon the outcome.
  - iii. **Inappropriateness of sanction** means the sanction is excessive for the violation of the Code.
- b. An accused student who wishes to request an appeal of a decision of the Honor Board Hearing Panel may do so by notifying in writing the Dean's Designee within seven (7) working days after being notified of the Dean's Designee's decision, except when the appeal is on the basis of new evidence, in which case more time may be granted by the Dean's Designee. Students requesting an appeal on the basis of new evidence may, with the permission of the Dean's Designee, listen to a copy of the audio recording of the original hearing in the presence of an officer of the Honor Board. Access to the recording will not be provided to any other individual.
- c. The appeal document must be in writing and must provide evidence of procedural error, excessive sanction, and/or new evidence.

### 2. Appellate Panel

- a. The Dean's Designee shall convene a panel of three members of the Honor Board to form an Appellate Panel to review the student's request for appeal, including an officer of the board, who will serve as the Appellate Panel Chairperson, and one other student and one faculty of the board where the student and faculty can be from any School.
- b. No member who heard the original case may serve on the Appellate Panel. If this Panel of three decides that an appeal should be granted, this panel will conduct the appeal hearing as soon as possible.
- c. The review panel may uphold the original decision, alter the sanction, or set the decision aside and refer the case back to the Honor Board for a new hearing.

### 3. Appellate Board Hearing Procedures

- a. An appellate hearing is not a retrial, but rather a careful examination of points raised in a letter of appeal and is conducted in private.
- b. Persons other than the three-member Appellate Panel who may be present during an appellate hearing include:
  - i. the Accused Student, who may state his or her reasons for appeal;
  - ii. material witnesses, who may appear if the accused is presenting new evidence;
  - iii. the Chairperson of the hearing panel that originally heard the case who shall summarize the case as heard by the panel and address the grounds for the appeal, and;
  - iv. additional appointees consistent with Article V, Section 8.
- c. The Complainant in the original case should generally not be present, unless the accused presents new evidence, either through witness testimony and/or documentation.
- d. All information presented or discussed at an Appellate Panel hearing shall be confidential.
- e. All members of the Appellate Panel present for the appellate hearing shall receive a copy of all pertinent information and a copy of the student's document of appeal.
- f. The Appellate Panel Chairperson shall ensure that an audio recording is made of all testimony and placed in the school's files. The record shall be the property of the School. The record shall be retained by the School only until either all appeals have been exhausted, or a determination has otherwise become final, or such longer period as may be required by law, rule, or regulation.
- g. An Accused Student shall present his or her document of appeal and may call material witnesses if new evidence is submitted.
- h. The Appellate Panel Chairperson shall inform the accused student and any witnesses before testimony begins of the following:
  - i. False testimony given in a hearing is a violation of the Code.
  - ii. All testimony given in a hearing is to be held in the strictest confidence.
  - iii. All witnesses must be called to give substantive testimony rather than character testimony.
- i. Pertinent records, documents, and written statements may be accepted as information for consideration by an Appellate Panel at the discretion of the Chairperson.
- j. All procedural questions are subject to the final decision of the Chairperson of the Appellate Panel. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code proceedings.
- k. The Appellate Panel shall deliberate in private and decisions of the Appellate Panel shall be by majority vote.

### 4. Appellate Decision

The Appellate Panel may uphold the hearing panel's decision, alter the sanction, or set the decision aside and return the case to the Honor Board for a new hearing. This decision shall be communicated in writing to the Dean's Designee and the presiding officer of the Honor Board Hearing Panel that originally heard the case within one (1) working day. The Dean's Designee shall inform the student of the decision within (3) working days of receipt of notification by the Chair. If the decision is made to uphold the original decision and sanction, the matter shall be considered final and binding upon all involved.

### 5. Records

All printed material distributed during the appellate hearing shall be collected by the Appellate Panel Chairperson who shall deposit one copy of the printed materials and audio recording in the school's files. A copy of the report of the Appellate Panel and the action of the Dean's Designee shall be included in the records of the Honor Board.

6. Attending Classes During the Appellate Process  
Students may continue to attend classes during the appeal process. In the most serious cases, involving expulsion from the University, if the original verdict is upheld under appeal, then no academic credit can be earned for the semester in which the student was notified by the Dean's Designee of the expulsion, nor for any further semester into which the appeal process might continue. If the decision to expel the student is upheld, he or she will be eligible for a tuition refund only for the semester(s) during which the appeal was ongoing.
7. Students Exonerated  
Students exonerated as the result of the appeal process will have the original honor code verdict removed from his or her college record and any institutional financial aid that had been withdrawn as a result of the conviction will be retroactively reinstated.

**Amendments and Revisions:**

These regulations may be amended or revised with the written approval of the Graduate Studies Student Association and the graduate faculties of the Schools.

<http://tulane.edu/provost/upload/Unified-Code-of-GS-Academic-Conduct-11-14-07.pdf>

# TULANE UNIVERSITY CODE OF STUDENT CONDUCT

## Preamble

Tulane University, as a community dedicated to learning and the advancement of knowledge, expects and requires the behavior of all of its students to be compatible with its high standards of scholarship and conduct. Acceptance of admission to the University carries with it an obligation for the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

All individuals and/or groups of the Tulane University community are expected to speak and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, in social and recreational as well as academic activities.

Tulane University will not tolerate any form of harassment or intimidation on the basis of gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification or any other basis prohibited by law. Nor will it tolerate acts of hazing against individuals or groups or discrimination against any member of the Tulane community solely because they express different points of view. The University encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for the human dignity and freedom of others.

By accepting admission to Tulane University, a student accepts its regulations, including the Code of Student Conduct, and acknowledges the right of the University to take conduct action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive.

## I. Sources and Lines of Authority

The authority over student behavior, academic and non-academic, whether involving individuals or groups, rests with the Board of Administrators of the Tulane Educational Fund and is delegated by them to the President of the University. The President delegates authority as follows:

A. For all academic activities, the authority rests with the Dean of faculty of the college or school. Classroom examinations, tests, and written assignments are conducted under a college or school honor code.

B. In all other areas, whether on or off campus, the President of the University delegates authority in matters of conduct to the Senior Vice President for Academic Affairs and Provost. The Senior Vice President for Academic Affairs and Provost in turn delegates authority to the Vice President for Student Affairs. The Vice President for Student Affairs is responsible for formulating appropriate procedures and, as set forth in the Code of Student Conduct, regulations concerning student behavior and for the resolution of conduct cases. The Vice President for Student Affairs shall appoint a Student Conduct Administrator to coordinate the University's student conduct system.

## II. Delegation of Specific Authority

A. Cases of serious misbehavior that relate both to health and to conduct, which usually require a decision in respect to whether a student should remain in the University, may be referred to the appropriate Student Health Center. An administrative referral is not a substitute for conduct action. For additional details, consult the University's Medical and Psychiatric Referrals Procedure.

B. Pending the resolution of a conduct proceeding, the Vice President for Student Affairs or designated representative has sole discretion and final authority to take interim action, without prior notice, for reasons relating to the safety or welfare of students, faculty or staff; the protection of University property; the maintenance of public order; the preservation of the University's reputation; and the effective continuation of University operations and the educational process. Interim action may include, but is not limited to, suspension; restrictions on University privileges, access and activities; removal from or relocation within courses; or removal from or relocation within University housing. The Vice President for Student Affairs or designated representative also may make an administrative referral to the Student Health Center. A student suspended on an

interim basis will be scheduled by the Student Conduct Administrator or designated representative for a hearing at the earliest possible time. Interim actions are not a finding that the charged student or group violated the Code.

C. Graduate and professional students are held accountable for their behavior as outlined in the Code of Student Conduct. For certain complaints, graduate and professional students also may be held accountable for their behavior through professional standards, codes of ethics, or honor codes. This does not preclude the University from taking action in accordance with the Code of Student Conduct. No graduate or undergraduate student can have multiple hearings for the same offense.

D. Violations of traffic regulations on campus are handled by the Department of Public Safety and are generally not considered to be conduct matters. If a student fails to cooperate with this office, he/she may be referred to the Vice President for Student Affairs or designated representative for conduct action.

## III. Standards of Conduct Violations

A. The University has jurisdiction over violations of the Code of Student Conduct on University premises, at University sponsored events, or elsewhere when the University has an identifiable interest. The Student Conduct Administrator or designated representative has discretion, subject to discretionary review by the Vice President for Student Affairs, to determine the jurisdiction and parameters of the Code of Student Conduct. The Student Conduct Administrator or designee may consider the following factors, among others: the seriousness of the alleged misconduct, including whether the allegations involve violence, threats of violence, drugs or alcohol; whether the alleged victims or witnesses are members of the campus community; whether the off-campus conduct occurred at, or in connection with activities of, a student organization or group; the ability of the University to gather information, including the testimony of witnesses; whether the off-campus conduct is part of a series of actions that occurred both on and off campus or otherwise concerns an identifiable interest of the University; and whether the misconduct had a significant negative impact on the University community, University property or the University's reputation.

B. The following are examples of misconduct; they are not intended to define misconduct in exhaustive or exclusive terms and should be construed broadly according to the fair import of their terms. The following actions or any actions that violate the principles of the preamble to this document violate University standards of conduct and will result in conduct action and, in appropriate cases, referral to University or other law enforcement personnel, and/or other University officials, for investigation. Although violation of any of the standards may, depending on the facts of the case, result in sanctions including suspension or expulsion, violation of certain standards, as indicated below, is likely to do so.

1. Causing untoward physical harm or reasonable apprehension of physical harm. A student found to have violated this standard could be suspended or expelled for the first offense.
2. Interference with the educational process or other University sponsored activities.
3. Use, possession or storage of any weapon, and/or use of an item in a manner that poses a potential hazard to the safety or health of others. A student found to have violated this standard likely will be suspended or expelled for the first offense. For additional information, consult the University's Weapons Policy. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
4. Unauthorized use and/or possession of any controlled substance or illegal drug. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
5. Distribution or possession for the purpose of distribution of any controlled substance or illegal drug. A student found to have violated this standard shall be suspended or expelled for the first offense. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
6. Use, possession or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
7. Disorderly or disruptive conduct while under the influence of alcohol. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
8. Hazing. Hazing includes, but is not limited to, acts of servitude and/or behavior that humiliates, degrades, embarrasses, harasses or ridicules an individual or otherwise is harmful or potentially harmful to an individual's physical, emotional or psychological well-being, as an actual or apparent condition for initial or continued affiliation with any group. A student violates this standard regardless of either the lack of intent to cause harm or the individual's own willingness to participate. Unless affirmative steps were taken by the charged student to prevent the hazing behavior, conduct charges may be brought against the group, officers of the group, and members of the group who are deemed to have encouraged the behavior, in addition to any conduct action against persons who engaged in the hazing behavior. A student or group found to have violated this hazing standard may be expelled and if not expelled shall be suspended for not less than one full semester and subject to two years conduct probation after reentry to the University. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
9. Sexual Misconduct. Sexual misconduct includes, but is not limited to, nonconsensual sexual behavior. Lack of consent may result from, among other things, use of force, threats, or intimidation or from use of the victim's mental or physical helplessness of which the accused was or should have been aware. A student found to have committed sexual misconduct likely will be suspended or expelled, or have his/her admission or degree revoked, for the first offense.
10. Initiating or causing to be initiated any false report or warning of fire, explosion or other emergency. A student found to have violated this standard shall be suspended for not less than one semester for the first offense.
11. Improper use of safety, emergency or firefighting equipment. A student found to have violated this standard shall be suspended for not less than one semester for the first offense.
12. Furnishing false information to the University.
13. Acts of fraud or attempted fraud committed by forgery; by alteration or use of University documents, records, or identification; or by other means.
14. Unauthorized access or use of computer equipment, networks, software or data, including violation of the Tulane Computer Services policies.
15. Interference with the freedom of expression of others.
16. Theft of property or services or knowing possession of stolen property.
17. Damage to the property of others, including vandalism.
18. Failure to comply with the directions of University officials, including campus police officers, acting in the performance of their duties.
19. Harassment or intimidation.
20. Lewd or obscene conduct.
21. Stalking. Stalking includes behaviors or activities occurring on more than one occasion that collectively would reasonably instill fear in the victim and/or threaten his/her safety, mental health or physical health.
22. Abusive or disorderly conduct.

23. Violation of other University principles, policies, or rules, including residence hall rules, and rules concerning entry and use of University facilities, sale or consumption of alcoholic beverages, use of vehicles or misuse of identification cards.

24. Conviction of violation of federal, state or local laws, when the University has an identifiable interest.

C. The following illustrative considerations may pertain to the charging process.

1. Attempts to commit acts prohibited by the Code may be punished to the same extent as actual violations. Accomplices in acts prohibited by the Code may be punished as violators.

2. Registered and unregistered student groups or organizations may be charged with violations of the Code. Officers, or other leaders or spokespersons, are responsible for the conduct of their members at events recognized and sponsored by the group or organization if and only if the leader or spokesperson has implicitly or explicitly endorsed any violation of the Code. A student group or organization and its officers may be held collectively or individually responsible for violations of the Code by those associated with the group or organization. Charges against a student group for violation of the Code are subject to the same procedure as charges against a student. Further, the officers, leaders or spokespersons for a student group or organization may be directed by the Vice President for Student Affairs or designated representative to take reasonable actions to end violations of the Code.

3. Student hosts are responsible for the conduct of their guests if and only if the host has implicitly or explicitly endorsed the conduct violation of their guest. This responsibility includes ensuring that guests comply with the Code. A student host may be held responsible for violations of the Code by guests.

4. Several students charged with the same misconduct occurring at the same time and place may be charged and their cases heard together. Each student in such a hearing shall be afforded all of the rights provided for in Section VIII, Paragraph 2, including, but not limited to, the right to call witnesses and/or present evidence which supports the student's claim that he or she did not violate the Code. A request to have a separate hearing may be granted to any one or all the students charged, at the discretion of the Student Conduct Administrator or designated representative. In the event the Student Conduct Administrator or designated representative denies the request for a separate hearing, the affected student(s) may appeal the decision to the Provost within three days of receiving the Student Conduct Administrator or designated representative's decision. Late appeals will not be considered. In assessing the appeal, the only issue the Provost will assess is whether or not the student lodging the appeal will be unfairly prejudiced by not having his or her case heard individually.

5. Students may be accountable to local, state or federal authorities and to the University or others for acts that constitute violations of the law and of the Code. Conduct action at the University may proceed during pending criminal investigations or criminal or civil proceedings involving the same incident charged as a violation of the Code, and conduct action will not be subject to change based on the outcome of external investigations or proceedings. A charged student may request that the University hold any conduct action until a pending criminal investigation or proceeding is resolved. The Vice President for Student Affairs or designated representative has sole discretion and final authority to grant or deny the request. If the request is granted, appropriate interim action shall be imposed on the charged student as a condition of granting the request in the sole discretion of the Vice President for Student Affairs or designated representative. If the request is granted, no Tulane transcript will be released or degree awarded until the conduct charges are resolved. The University normally will resume the conduct process after a resolution in the trial court, but reserves the right to resume the conduct process at any time. All students accused of criminal conduct are advised to seek legal counsel.

#### IV. Sanctions

The following sanctions may be imposed, singly or in combination, for Code violations of standards of conduct. The listed sanctions are not exhaustive, and other sanctions may be imposed as appropriate, in the judgment of the responsible University official identified in this Code, to the circumstances of a given case.

Circumstances that bear on the severity of the sanction may include the present demeanor and conduct record of the offender, the nature of the offense, and the extent of harm resulting from it. Sanctions may be increased if the charged student or group intentionally commits the violation because of the actual or perceived gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification, or other legally proscribed characteristic of any person.

**A. Expulsion of Student.** The student is permanently separated from the University. Notification of the date of expulsion will appear on the student's transcript. The student will be barred from University activities, services, facilities, and grounds. The Senior Vice President for Academic Affairs and Provost or designated representative reviews all recommendations of expulsion. Expulsion may be approved, altered, deferred or withheld at the discretion of the Senior Vice President for Academic Affairs and Provost or designated representative.

**B. Revocation of admission and/or degree.** Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation or other violation of University standards in obtaining the admission or degree or for other serious violations committed by a student prior to graduation. Notification of the date of revocation will appear on the student's transcript.

The Senior Vice President for Academic Affairs and Provost or designated representative reviews all recommendations of revocation of admission and/or degree. Revocation may be approved, altered, deferred or withheld at the discretion of the Senior Vice President for Academic Affairs and Provost or designated representative.

**C. Suspension of Student.** Suspension is defined as a complete separation from University activities, services, facilities, and grounds. A suspended student may not obtain academic credit at Tulane or elsewhere toward completion of a Tulane University degree. Notification of the dates of suspension will appear on the student's transcript.

Suspension may be of two types:

1. Term suspension shall be for a specified time, after which the suspended student may return to the University.

2. Conditional suspension shall be for a specified time, after which reentry to the community will be granted on the fulfillment of certain conditions by the student. Failing to fulfill the stipulated conditions within the designated time frame may result in

permanent dismissal from the University. Reentry to the community shall be subject to confirmation by the Vice President for Student Affairs that the student has fulfilled the conditions.

**D. Dissolution of Student Group.** The student group is dissolved permanently, loses all University recognition and privileges, and is barred from University activities, services, facilities, and grounds.

**E. Suspension of Student Group.** The student group loses all University recognition and privileges and is barred from University activities, services, facilities, and grounds for a specified period of time or until it fulfills certain conditions. The Vice President for Student Affairs will be notified that the conditions have been fulfilled.

**F. Loss of privileges.** The student or group is denied specified privileges, which may include, but are not limited to, participation in intercollegiate/intramural athletics, student organizations, student government, dining services or current classes and/or a no-contact order prohibiting direct or indirect contact with one or more specified person.

**G. Facility expulsion.** The student has lost the privilege of entering and/or residing in one or more particular facilities or buildings at any time.

**H. Facility suspension.** The student no longer has the privilege of entering and/or residing in one or more particular facilities or buildings for a specified period of time or until a specified condition is met.

**I. Residential relocation.** The student no longer has the privilege of residing in current housing assignment. The student is reassigned to a room on another floor or building. New assignments will be made by the Director of Housing and Residence Life or designated representative.

**J. Conduct probation.** The student or group is not in good standing and is sent a letter of warning that further acts of misconduct will be subject to further conduct action and may result in suspension or expulsion from the University. Among other things, a student not in good standing cannot hold office in a student organization, join a fraternity or sorority, become a resident advisor, or study abroad. The Student Conduct Administrator will send a copy of the notice to the student's academic Dean. If the student is an undergraduate, the Student Conduct Administrator will also send an additional copy to the Dean of Newcomb-Tulane College.

**K. Residential probation.** The student is issued a written notice that further violations would constitute grounds for loss of the privilege of residing in any University housing. Appropriate Residence Life officials will be notified.

**L. Written reprimand.**

**M. Uncompensated University service.**

**N. Restitution.** The student or group is required to pay a specified monetary reimbursement for damage to University property, misappropriation of University property or services, or minor damage to the property of individuals or groups within the University community.

**O. Fines.**

## **V. Overview of the Student Conduct System**

A. The Code of Student Conduct applies to all students enrolled at Tulane University. For conduct purposes, a student is enrolled when he/she accepts admission to the University and is deemed enrolled during summer sessions, study abroad programs, academic and conduct suspensions, and other absences where there is an expectation of continuing progress toward a Tulane University degree. If a student has graduated, withdraws, drops out or is granted withdrawal from the University, including a retroactive one, he/she may still be required to resolve charge(s) arising from an alleged violation of the Code while he/she was enrolled.

**B. Personnel:** Personnel with responsibility to enforce the Code include the following officials and groups:

1. **Student Conduct Administrator:** The Student Conduct Administrator is appointed by the Vice President for Student Affairs. The Student Conduct Administrator or designated representative is responsible for meeting with members of the University community who have filed or wish to file a complaint of an alleged violation of the Code. The Student Conduct Administrator or designated representative advises students who wish to file a complaint and those who are charged with violating standards of the Code of their rights and responsibilities. The Student Conduct Administrator or designated representative serves as the non-voting chair of Hearing Boards and coordinates mediation efforts.

2. **Student Conduct Officers:** Student Conduct Officers are appointed by the Vice President for Student Affairs. Student Conduct Officers conduct administrative hearings on cases accepted by the Student Conduct Administrator, present cases before the Hearing Board, and chair Hearing Boards when directed by the Student Conduct Administrator.

3. **The Hearing Board Pools:**

a. The faculty pool shall consist of 18 faculty members: five from the School of Liberal Arts; four from the School of Science and Engineering; two each from the A.B. Freeman School of Business and the School of Continuing Studies; and one each from the School of Architecture, the Law School, the School of Social Work, the School of Medicine, and the School of Public Health and Tropical Medicine. Members will be appointed by the Senior Vice President for Academic Affairs and Provost and will serve three-year terms, staggered. All members of the faculty pool shall attend training on the standards of conduct, sanctions, and the student conduct system.

b. The student pool shall be constituted in parallel numbers to the composition of the faculty pool. Members will be appointed by Vice President for Student Affairs for two-year terms, staggered. If the pool lacks eight members who live in the residence halls, additional

members will be appointed by the Vice President for Student Affairs. All members of the student pool shall attend training on the standards of conduct, sanctions, and the student conduct system.

c. The staff pool shall consist of nine staff members. Members will be appointed by the Vice President for Student Affairs for three-year terms, staggered. All members of the staff pool shall attend training on the standards of conduct, sanctions, and the student conduct system.

**C. Confidentiality:** All participants in the process, including the charged student, the complainant, witnesses, hearing board members, and staff members are expected to keep confidential all proceedings and all documents under this Code. Any breach of confidentiality, unless required by law, may subject the responsible party to charges under this Code. However, the University cannot guarantee complete confidentiality to a complainant, notably where confidentiality would conflict with the

University's obligation to investigate. Individuals who desire a more confidential setting to clarify whether to proceed with a complaint may want to consult with a counselor, therapist or member of the clergy, who is permitted by law to assure greater confidentiality. The University maintains conduct files as education records of both the complainant and the charged student, in accordance with the federal Family Educational Rights and Privacy Act.

**D. Transcripts:** Pending the resolution of a conduct proceeding, the Student Conduct Administrator or designated representative has sole discretion and final authority to determine whether the nature and severity of the charged conduct may result in a sanction requiring permanent notification on the charged student's transcript. If the Student Conduct Administrator or designee determines that the charged conduct may result in a sanction requiring permanent notification on the charged student's transcript, then the University shall withhold the student's transcript and award of a degree until the charge is resolved; the Student Conduct Administrator or designee may authorize release of the transcript with a temporary notification of the pending conduct proceeding. Even if the charged conduct would not result in permanent notification on the student's transcript, the Student Conduct Administrator or designated representative may require a charged student who is no longer enrolled at the University to resolve the charge and satisfy any sanction(s) before receiving a transcript or degree.

**E. Mediation:** Mediation is a collaborative and confidential process where students who have a conflict with one another identify issues, develop options, consider alternatives, and develop a consensual agreement facilitated by a neutral third party. Mediation can take place in lieu of an administrative hearing when all parties involved have agreed to mediation, pending the approval of the Student Conduct Administrator or designated representative. Mediation must be offered by the Student Conduct Administrator as an alternative to a conduct hearing for all alleged offenses which do not involve drugs, repeat alcohol violations, violence, a threat of violence, or any matter which in the sole discretion of the University gives rise to a safety concern. It is an alternative to filing formal charges and does not result in a conduct file.

1. The Conduct Mediation Team under the Office of Student Conduct shall be comprised of faculty, staff, and student members of Tulane University appointed by the Student Conduct Administrator.
2. The Student Conduct Administrator or designated representative will gather information about the conflict.
3. The Student Conduct Administrator or designated representative will contact students and invite their participation in mediation.
4. Mediators will be assigned and a mediation session will be scheduled by the Office of Student Conduct.
5. At the session, the students will discuss the conflict, identify the issues, and together will strive to reach their own agreement.
6. The specifics of the agreement must be written and signed by all students involved. The students are responsible for upholding the agreement.
7. If the students fail to uphold the agreement or if the mediation fails, the original complaint or issue may be addressed by filing charges under the Code, as outlined above. Discussions during and outcomes of the mediation session are not admissible in a University hearing.

## **VI. The Hearing Process**

A. The jurisdiction, composition, and authority of those persons who are responsible for hearing cases, shall be as follows:

### **1. Administrative Hearings**

#### **Jurisdiction**

Violations when the Student Conduct Administrator or designated representative determines that no individual sanction for the charged violation will lead to suspension, expulsion or revocation of admission and/ or degree.

#### **Heard By**

Student Conduct Officer.

#### **Sanctions**

The Student Conduct Officer may recommend any sanction consistent with the Code, except suspension, expulsion or revocation of admission and/or degree.

### **2. Hearing Boards**

#### **Jurisdiction**

All cases not heard by an administrative hearing.

#### **Heard By**

One student member, one faculty member and one staff member selected from the pools for Hearing Boards by the Vice President for Student Affairs, with the Student Conduct Administrator or designated representative serving as non-voting chair.

#### **Sanctions**

The Hearing Board may recommend any sanction consistent with the Code.

**B. Hearing Procedures:** Unless otherwise specified, the following procedures are to be used in all hearings including administrative hearings.

1. **Filing a Complaint.** Any person or group of persons who are members of the University community may file a complaint with the Student Conduct Administrator or designated representative. The Complainant must be either the person whose rights have allegedly been violated or an appropriate University official. The complainant must submit a written report with the name of the student alleged to be responsible and a specific description of the misconduct.

The Student Conduct Administrator, or designated representative, may refuse the complaint if there appears to be insufficient evidence to support it, or if the substance of the complaint falls outside the jurisdiction or parameters of the Code of Student Conduct. In the event that the decision is made to refuse the complaint, the individual or group bringing the complaint may request a discretionary review by the Vice President for Student Affairs or designated representative. If the Vice President for Student Affairs or designee does not accept the complaint within five working days of the request, the Student Conduct Administrator or designee's decision to refuse the complaint shall be final.

Complaints that are accepted are presented at the hearing by the complainant. In cases where the University is the complainant, a Student Conduct Officer or other University official will present the case at the hearing.

**2. Notice of the Complaint and Hearing.** When a complaint is accepted, the Student Conduct Administrator or designated representative will notify the charged student in writing of the charges and will inform the student of his/her rights. Unless agreed to by the charged student and the complainant, a hearing may be scheduled no less than five working days after the charged student is sent written notice of the charges and his/her rights. Nothing in this Code guarantees a hearing within a specific timeframe.

**3. Procedural Review.** A student charged with a violation of the Code of Student Conduct is advised, but not required, to attend a procedural review with the Student Conduct Administrator or designated representative. In a procedural review, the Student Conduct Administrator or designated representative reviews the case and determines whether it should be heard by a Hearing Board. If the Student Conduct Administrator or designated representative determines that no individual sanction for the charged violation will lead to expulsion or revocation of admission and/or degree, the case shall be heard by an administrative hearing. If, during the administrative hearing, the Student Conduct Officer receives information not known to the Student Conduct Administrator that warrants expulsion or revocation of admission and/or degree, the Student Conduct Officer will refer the case back to the Student Conduct Administrator.

**4. Impartial Board.** In Board hearings, the complainant and charged student may challenge Board members on the ground of personal bias, such as Board members who are relatives of the complainant or charged student. Board members should also disqualify themselves on these grounds. The Student Conduct Administrator or designated representative has final authority to resolve any questions of personal bias.

**5. Order of Hearing.** The chair shall exercise control over the hearing to avoid needless consumption of time and/or to prevent the harassment or intimidation of witnesses.

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**6. Failure to Appear for Hearing.** A student who fails to appear after proper written notice will be deemed to have waived his/her right to present a defense to the charges. Hearings will proceed in absentia.

**7. Student Advisor.** A student's advisor may not participate in the proceedings except to advise the complainant or charged student.

**8. Witnesses and Testimony.** The charged student and the complainant shall be offered the opportunity to present their own witnesses and to question one another's witnesses.

All members of the University community with knowledge of facts pertinent to the case are expected to cooperate fully in student conduct proceedings. Subject to the chair's control over the Hearing, the University will request the attendance of members of the University community at a Hearing, if feasible, when the complainant or charged student identifies individual(s) in writing to the chair at least two working days before the Hearing. A witness's unreasonable failure to cooperate in student conduct proceedings may result in conduct action.

All persons who provide testimony shall be asked to affirm that their testimony is truthful. Furnishing false information to the University may result in the filing of charges.

In limited circumstances justified by the nature of the alleged conduct and only after the approval of the Student Conduct Administrator, a complainant or victim may give testimony in a campus hearing by means other than being in the same room with the charged student(s).

Prospective witnesses shall be excluded from the hearing during the testimony of other witnesses.

**9. Burden of Proof.** The burden of proof shall be on the complainant, who must establish that the violation was committed by the charged student by a preponderance of the evidence (not beyond a reasonable doubt). In other words, the complainant must prove that it was more likely than not that the student committed the alleged violation. Formal rules of evidence shall not be applicable. All evidence reasonable people would accept in making decisions about their own affairs is admissible. Irrelevant or immaterial evidence will be excluded.

**10. Decision of Board.** Final decision of the Board shall be by the majority vote of all members present and voting. The final decision may be accompanied by a brief written statement.

**11. Sanction Proceeding.** In a Board hearing, a determination that the violation was committed by the charged student shall be followed by a proceeding in which the complainant, the charged student, and appropriate University official may submit information or make statements concerning the appropriate sanction to be imposed. The Hearing Board will consider the conduct

history of the charged student in the sanction proceeding; the charged student's conduct history shall not become part of the conduct file and shall not be shared with a student complainant.

**12. Administrative Referrals.** In appropriate circumstances, the Board shall consider as part of the supplementary proceeding whether to make an administrative referral under the University's Medical and Psychiatric Referrals Procedure. An administrative referral is not a sanction. **13. Review of Sanctions.** Unless the Code of Student Conduct provides otherwise, decisions concerning sanctions are recommendations to the Vice President for Student Affairs or designated representative. Recommended sanctions may be approved, altered, deferred or withheld at the discretion of the responsible University official. If no action is taken on the recommendation within three working days or such longer period as the responsible official designates in writing to the affected parties, the recommended sanction shall be final.

**14. Compliance with Sanctions.** In the event that the Student Conduct Administrator or designated representative finds in his or her discretion and without a hearing that a student has failed timely to comply with a sanction imposed or an administrative referral made in the conduct process, the Student Conduct Administrator or designee may without further process impose sanctions, up to and including suspension, revocation of admission and/or degree, or expulsion. The Student Conduct Administrator or designee also shall consider whether to make an administrative referral under the University's Medical and Psychiatric Referrals Procedure. An administrative referral is not a sanction.

A student sanctioned under this section may within two days thereafter request a review, which may be conducted in the discretion of the Vice President for Student Affairs or designated representative. If the Vice President for Student Affairs or designee conducts a review, he or she shall have final authority for the University with respect to disposition of the matter. Although subject to the possible exercise of that authority, sanctions under this section shall be effective on the date specified in the written notice to the student.

## **VII. The Appeal Process**

A. The composition and authority of those persons who are responsible for appeals, shall be as follows:

1. **Composition:** Three members of the pools for Hearing Boards (minimum of one student and one faculty member; the third member may be a student, faculty or staff member) chosen by the Senior Vice President for Academic Affairs and Provost. Appellate panel members may not review a case for which they were on the original Board. A faculty or staff member shall be designated as presiding over the three-person panel.

### **2. Authorized Dispositions of Appeals:**

a. If the appeal is found to have merit, the case will be referred back to the Student Conduct Administrator, or designated representative, to begin new proceedings.

b. If the appeal is found not to have merit, the original findings will be affirmed.

### **B. Appellate Procedures**

1. Every student has the right to an appeal. The appeals board will only have access to the record of the original proceedings, written statements submitted by the parties, and any new evidence that the accused could not have reasonably acquired by the hearing date. Hearings shall not be conducted by the appellate body.

The appeal will be to both substance and process. If there was a procedural error which reasonably could have impacted the decision during the hearing, a new hearing will be required. If the appeals board finds that a violation is not supported by a preponderance of the evidence while reading all evidence in the best light of the nonmoving party, the appeals board can order a rehearing. If the appeals board determines that the sanctions ordered were disproportionate to the findings, a rehearing is not required and the appeals board can simply modify the sanctions. In deciding appeals, the appeals board is allowed to make all logical inferences and must make any inferences in benefit of the nonmoving party.

2. A request for appeal and a written statement in support of the appeal must be submitted in writing to the Student Conduct Administrator, or designated representative, within the later of five working days after the original decision or the date sanctions become final. In exceptional cases, a student may request an extension by writing to the Student Conduct Administrator with a showing of good cause no later than two working days before the deadline; if a request is not granted by the next working day, the original deadline applies. The written statement in support of the appeal must be detailed and include a statement as to the grounds on which the appeal is being made, *e.g.*, the sanction is grossly disproportionate to the offense, the student was denied a fair hearing, new and significant evidence appeared which could not have been discovered by a properly diligent charged student or complainant before or during the original hearing and that could have changed the outcome of the hearing, that the finding of a violation was arbitrary and capricious, etc.

Failure to request an appeal in writing or to provide a written statement in support of the appeal will render the original decision final. The Student Conduct Administrator, or designated representative, will notify the other party of the request for an appeal. Within five working days of receipt of the notice, the other party may submit a written statement to be included in the case file. The appeal may proceed without the other party's written statement if it is not submitted within the designated time limit.

3. The enforcement of sanctions may be deferred during appellate proceedings, at the discretion of the Vice President for Student Affairs or designated representative.

## **VIII. Summary of Procedural Rights**

A. **Rights of the Victim.** Any member of the University community who alleges that a student violated his/her rights is entitled to procedural protections under the Code, including the right:

1. To consult with the Student Conduct Administrator or designated representative in confidence; however, the University cannot guarantee complete confidentiality, notably where confidentiality would conflict with the University's obligation to investigate.

2. To file or decline to file a complaint with the Student Conduct Administrator.
3. To receive notice that complaints to federal, state or local law enforcement may be appropriate under the circumstances.
4. In a sexual misconduct case, to request assistance from University personnel in submitting complaints to appropriate law enforcement authorities.
5. To request assistance in locating medical, counseling, mental health or other student services.
6. To request accommodations, such as a different housing assignment or class schedule, as a result of the charged student's conduct. The Vice President for Student Affairs or designated representative will determine whether requested accommodations are reasonably available.
7. To have a University complaint reviewed according to the Hearing Procedures above if the Student Conduct Administrator refuses to accept the complaint.
8. As a complainant, to access the conduct file, including all statements submitted in the conduct proceeding.
9. To appear and be heard at the charged student's Hearing.
10. To request special accommodations for the Hearing, such as questioning directed through the Hearing Board, testimony by telephone or special seating arrangements at the Hearing. The Student Conduct Administrator or designated representative has sole discretion and final authority to determine whether accommodations are justified by the nature of the alleged conduct.
11. To challenge Hearing Board members on the ground of personal bias and have such questions resolved by the Student Conduct Administrator or designated representative.
12. To have a complaint resolved without discrimination on account of his/her actual or perceived gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification or any other basis prohibited by law.
13. To have a willing advisor of his/her choice throughout the investigation and resolution of a complaint, selected from faculty, staff or students of the University; a victim shall not select a witness in the matter, a practicing attorney or a campus police officer as an advisor.
14. As a complainant, to bring witnesses to the Hearing, subject to the chair's control over the order of the Hearing.
15. As a complainant, to question witnesses presented by the charged student.
16. To submit a written or oral statement concerning the charged conduct prior to a decision on violation.
17. As a complainant, to submit a statement, in the event of a finding of violation, concerning an appropriate sanction.
18. As a complainant, to submit a statement to the Appellate Panel concerning any request for appeal by the charged student.
19. To receive reasonable protection from retaliation, intimidation or harassment in response to a complaint.
20. As a complainant or in a sexual misconduct case, to be informed of the final determination and sanction.
21. As a complainant, to appeal a finding that the charged student did not violate the Code.
22. To notice and an opportunity to be heard when a charged student requests that the University void conduct records involving the victim.
23. To be informed, in writing, of the foregoing rights under the Code.

**B. Rights of the Charged Student.** A student charged with a violation of the Code of Student Conduct is entitled to procedural protections under the Code, including the right:

1. To receive written notice of charges accepted by the Student Conduct Administrator
2. To access to the conduct file, including all statements submitted in the conduct proceeding.
3. To be considered not to have violated the Code until found in violation of the Code after an opportunity to be heard.
4. To request that the University hold a conduct action pending resolution of a criminal investigation or proceeding.
5. To appear and be heard at a Hearing.
6. To remain silent. Silence will not be interpreted as an admission of responsibility.
7. To have a willing advisor of his/her choice throughout the investigation and resolution of a complaint, selected from faculty, staff or students of the University; a charged student shall not select a witness in the matter, a practicing attorney or a campus police officer as an advisor.
8. To challenge Hearing Board members on the ground of personal bias and have such questions resolved by the Student Conduct Administrator or designated representative.
9. To have a complaint resolved without discrimination on account of his/her actual or perceived gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification or any other basis prohibited by law.
10. To bring witnesses to the Hearing, subject to the chair's control over the order of the Hearing.
11. To question witnesses presented by the complainant.
12. To submit a written or oral statement concerning the charged conduct prior to a decision on violation.
13. To submit a statement, in the event of a finding of violation, concerning an appropriate sanction.
14. To receive a copy of any statement by the Hearing Board accompanying its determination.
15. To submit a statement to the Appellate Panel concerning any request for appeal by the complainant.
16. To appeal a finding of violation of the Code.
17. To request, upon a showing of good cause and notice to the complainant and victim, that the University void a conduct record.
18. To receive reasonable protection from retaliation, intimidation, harassment or malicious prosecution.
19. To be informed, in writing, of the foregoing rights under the Code.

## **IX. RECORDS OF CONDUCT PROCEEDINGS**

Cases accepted by the Student Conduct Administrator or designated representative will result in the development of a conduct file in the name of the charged student. If the student is found not to be in violation of the Code, the file will be voided and maintained only as an administrative record. If the student is found to be in violation of the Code, the file will be retained as a conduct record. Conduct records resulting in suspension, revocation of admission and/or degree or expulsion will be retained indefinitely.

Administrative records and all other conduct records will be retained for a period of ten years from the date of the final conduct decision.

Request to Void Conduct Records. Conduct records may be voided by a majority of those present and voting at an executive session of the Senate Committee on Student Affairs for good cause upon written petition, with notice to the complainant and victim. Factors to consider may include: (a) the present demeanor of the student; (b) the conduct of the student after the violation; and (c) the nature of the violation and the severity of harm resulting from it. Conduct actions if voided will not be noted on transcripts. A voided conduct file will be maintained as an administrative record.

#### **X. INTERPRETATION OF THE CODE OF STUDENT CONDUCT**

Unless the Code of Student Conduct provides otherwise, the Vice President for Student Affairs or designated representative has sole discretion and final authority to resolve all questions of interpretation or application of the Code.

#### **XI. REVISION OF THE CODE OF STUDENT CONDUCT**

The Code of Student Conduct should be reviewed by the Vice President of Student Affairs on an annual basis. All proposed revisions must first go before the Committee on the Code of Student Conduct, which shall determine whether the proposed revisions are minor or substantive. This Committee will fall under the purview of the Vice President for Student Affairs, or his or her designated representative and shall be comprised of one faculty member, one staff member and three student members, as appointed by the Vice President for Student Affairs for one year terms. The Student Conduct Administrator shall serve as the non-voting chair. This committee shall convene whenever there is a proposed revision to the Code of Student Conduct and its sole role will be to determine whether the proposed revision is minor or substantive. A minor change is defined as anything that does not affect the intent, workings or procedures of the conduct process. Such minor changes, as determined by the Committee on the Code of Student Conduct, can be made by the Student Conduct Administrator and the Vice President for Student Affairs, based on agreement by both with final review and approval by the Provost. A substantive change, as determined by the Committee on the Code of Student Conduct, is defined as a change that affects the conduct process or student's rights. The revision process for substantive changes is as follows:

A. The proposed changes are vetted among staff, students, and faculty internal to the conduct process, General Counsel, Provost Staff, Student Affairs senior leadership and the Student Affairs Committee of the Senate (SACS).

B. SACS reviews and makes recommendations to the University Senate with respect to the proposed changes.

C. The University Senate reviews and acts on the SACS recommendations.

D. The action of the University Senate is forwarded to the Provost for review.

E. The Provost forwards with comment the record of SACS recommendations and University Senate actions to the President's cabinet.

F. Final approval of proposed substantive revisions to the Code resides with the President's cabinet.

*Approved by the University Senate February 2, 2010*

Refer to <http://tulane.edu/studentaffairs/conduct/code.cfm> for more information.

#### **PROCEDURES ON GRADE AND OTHER ACADEMIC COMPLAINTS**

These procedures do not apply to cases under the Unified Code of Graduate Student Academic Conduct or the Code of Student Conduct.

1. Within one month of receiving the grade or other cause of complaint, the student should make an informal attempt to resolve the grievance by approaching the teacher or other academic supervisor. If the teacher or supervisor cannot be reached, due to summer vacation or other circumstances, contact should be made as soon as possible or within two weeks of the beginning of the following semester.

2. If student and teacher cannot arrive at a mutually satisfactory solution within seven days, the grievance should immediately be referred by the student to the department chair (responsible for the course) for resolution, or to the Dean, if a division has no departments. Here and throughout, days refer to working days.

3. If the complaint cannot be resolved by informal mediation within seven days of its referral to the department chair, the chair should invite both the student and the teacher to submit written statements of their opinions concerning the grievance to an academic grievance committee. The committee should render a decision in the matter within ten days of receiving the written statements. The committee records should contain not only the decision but an explanation of the grounds upon which the decision was reached.

4. One copy of the committee report should be sent to the dean of the school (of the student involved). If either the student or the teacher involved is dissatisfied with the committee's decision, he or she may appeal to the dean within five days of receiving the decision. The dean may uphold, reverse, or return for further consideration, the committee's finding. The dean's decision should be made within ten days and communicated in writing to all principals in the case. In the event that the dean returns the case to the department for reconsideration, all procedures and appellate avenues described in sections 3 and 4 of this document are again operative. The dean ultimately must uphold or reverse a departmental decision based on reconsideration of its earlier finding.

5. If the student is dissatisfied with the dean's ruling, the student may file a written appeal with the Senate Committee on Academic Freedom and Responsibility of Students within five days of receiving the dean's decision. Based on the petition and the reports from the departmental grievance committee and the dean, the Senate committee will decide whether or not to hear the appeal. If the committee decides that there are not sufficient grounds for a review of the grievance committee's and dean's decisions, the chair of the committee will notify the student by letter, with copies to the principals involved in the case and to the Provost. If the committee decides that there are sufficient grounds for a review of the grievance committee's and dean's decisions, it

will interview both the student and the teacher. A quorum of three committee members, at least one of whom must be a representative of the administration, one of whom must be a faculty member, and one of whom must be a student, is necessary for all committee hearings.

6. If the committee interviews both the student and the teacher (or other principals involved) at a hearing, then the chairman will send the results of the committee's findings in the form of a letter of recommendation to the president of the university, with copies to the student and other principals involved and to the provost.

7. If, in accordance with faculty rights as specified in the Faculty Handbook and in the Constitution and Bylaws of the University Senate and the various divisions, the teacher believes that his or her academic freedom or academic responsibilities have been affected by the dean's ruling, the teacher may appeal to the appropriate committee of peers at the divisional level (ordinarily the faculty grievance committee of the college or division). The teacher's appeal must be made within ten days of the action provoking the appeal. If the teacher is dissatisfied with the committee of peers' decision regarding his or her academic freedom or responsibilities, the teacher may appeal to the Senate Committee on Faculty Tenure, Freedom, and Responsibility. That appeal also must be made within ten days of the action provoking it. No grade may be changed until the teacher's appeal process has been completed.

8. If the student is dissatisfied with any decision made in the appellate process described in item 7, the student may appeal to the Senate Committee on Academic Freedom and Responsibility of Students. All procedures described in items 5 and 6 apply to the student's appeal in this instance.

9. In cases of conflict regarding the decisions of the divisional peer committee and the Senate Committee on Academic Freedom and Responsibility of Students, the matter shall be referred to the Senate Committee on Faculty Tenure, Freedom, and Responsibility. In cases of conflict regarding the decisions of the Senate Committee on Faculty Tenure, Freedom, and Responsibility and either of the other committees stemming from the deliberations described in item 7 or this item, the committees at odds shall meet jointly to discuss the issue. The ultimate findings of the two committees shall be forwarded to the President of the University within ten days.

The Procedures on Grade and Other Academic Complaints apply to the 2011-2012 academic year and are accurate and current, to the extent possible, as of July 2010. The University reserves the right to change the information herein without prior notice, in accordance with established procedures.

## **TULANE UNIVERSITY EQUITY AND HARASSMENT POLICY AND PROCEDURES**

Refer to <http://tulane.edu/studentaffairs/upload/EquityPolicies48-57.pdf> for the following information:

1. Grievance procedures for alleged violations of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
2. Consensual relationships policy.
3. Grievance procedures in cases of alleged discrimination.
4. Harassment policy.

The Code of Student Conduct applies to the 2011-2012 academic year and is accurate and current, to the extent possible, as of December 2010. The University reserves the right to change the information herein without prior notice, in accordance with established procedures.

Refer to <http://tulane.edu/studentaffairs/conduct/code.cfm> for more information on Tulane Code of Student Conduct policies.

## **FREEMAN SCHOOL OF BUSINESS INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

The Freeman School of Business provides computing, networking, and information resources for its students, faculty, and staff in support of teaching, learning, and research. Access to the computing systems and networks operated by the Freeman School of Business imposes certain responsibilities upon users, in accordance with University policy and local, state, and federal law. Users accept the responsibility for utilizing services in ways that are ethical and that demonstrate academic integrity and respect for others who share these resources.

This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system. This policy exists in conjunction with, and does not replace, the University's Code of Student Conduct and the University's Policy on Use of Computers and Networks.

### **The Network as a Shared Resource**

Freeman School of Business computer and network resources are available to all students, faculty, and staff of the School. Because there are many individuals who utilize these shared resources, respect for the rights and needs of others is central to this policy. To ensure access and service for all, users must refrain from any action which interferes with the system or places an undue burden on network services, such as:

Sending excessive electronic mail, such as chain letters, advertisements, or solicitations  
Knowingly installing or running a program that will damage or place a burden on the computer system or network  
Knowingly acting in a manner that will disrupt normal operations of computers or the network  
Using computer or network services for commercial purposes.  
Academic use of Electronic Mail  
All users should recognize that University computing resources are made available for academic pursuits, and the use of University electronic mail systems and workstations should be limited to such pursuits. Freeman School students use the Tulane University electronic mail system and in some cases corporate email systems. Users of the Tulane email system are bound by its policies which are documented in Tulane's Policy on Use of Computers and Networks. Users of corporate email systems should also be aware of their respective policies.

Users do not wish to receive mass emails that contain inappropriate, frivolous, or inflammatory information. You should respect the desire of others to be protected from such undesirable email just as you wish to be protected from it. In addition to adhering to the published University policies, Freeman School students should follow these guidelines to ensure that University email resources are used in the most efficient manner for academic pursuits:

Find a forum for your views and medium of communication that does not involve burdening the University mail system  
Post community information on the appropriate Freeman intranet electronic bulletin boards and student organization intranet sites  
Refrain from sending messages of a non-academic nature to Freeman Address Book email groups (MBA1, MBA2, etc)  
Reduce the size of mail by turning off the mail client program feature that automatically attaches a previous message to a new message when you select the Reply command (found under Options in Outlook)  
When replying to mail, take care to reply to specific individuals; use the "Reply to All" command judiciously  
Refrain from sending electronic chain mail  
Refrain from email "spoofing", e.g., altering e-mail headers to hide the identity of the sender or attributing e-mail to someone other than the sender  
Respectful exchange of ideas and information  
Computer systems and networks allow for the free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking, and research. While the constitutional right of free speech applies to communication in all forms, civil and respectful discourse is encouraged. University policy and local, state, and federal law do prohibit some forms of communications, and users should refrain from sending communications which include, but are not limited to, the following:

- Obscenity
- Defamation
- Advocacy directed to incite or produce lawless action
- Threats of violence
- Disruption of the academic environment
- Harassment based on sex, race, disability, or other protected status
- Anonymous or repeated messages designed to annoy, abuse, or torment.
- Privacy

#### Electronic mail

The Freeman School of Business is not a publisher of material which becomes the subject of electronic mail messages. The Freeman School of Business cannot guarantee the privacy or confidentiality of any electronic mail message or document sent through its computing network and electronic mail system. While system administrators do not monitor the content of electronic mail messages as a routine procedure, the Freeman School of Business does reserve the right to inspect, copy, store, disclose, and delete the contents of electronic mail messages at any time. However, it will do so only when it believes such action is appropriate to prevent or correct improper use, satisfy a legal obligation, or insure proper operation of the network or electronic mail facilities.

#### Network

As with electronic mail, system administrators do not monitor the content of users' files stored on the network. It may be necessary, however, for system administrators to access users' files if needed for the maintenance of computers and networks. To that end, the Freeman School of Business does reserve the right to inspect, copy, store, disclose, and delete the contents of files residing on the network and individual computers at any time. However, it will do so only when it believes such action is appropriate to prevent or correct improper use, satisfy a legal obligation, or insure proper operation of the network or computing facilities.

#### Accountability

The Freeman School of Business will hold responsible any user of the system for actions relating to security violations or irresponsible use. The School also reserves the right to withhold computing privileges from those who do not abide by the intent of this policy. Violations of this policy shall be treated as violations of the Code of Student Conduct and will be referred to the appropriate officials and/or groups as outlined therein.

#### Network security and virus protection

All computers connected to the Freeman network must be running virus protection software with the latest updated virus definitions. The operating system of any connected computer must be updated with the manufacturer's latest set of patches and updates. Computers with operating systems that are not patched, not updated, or that are not running virus protection software or do not have the latest updated virus definitions may not be allowed to communicate on the Freeman network.

Any computer on the Freeman network that is flooding the network or otherwise showing signs of virus infection or erratic behavior will be blocked from participating in further network communications. Network communications will be reestablished after the user resolves the problem and demonstrates that the required updates or patches have been applied and the problematic behavior has ceased.

## **CONFIDENTIALITY/PRIVACY FOR STUDENTS**

The Executive MBA program office subscribes to the highest level of professional ethics and standards. All records are maintained under the stringent provisions of the Family Education Rights and Privacy Act. No information about students is released unless it is specifically authorized by the student in writing.

Privacy of students' records and affairs is protected under the federal Family Educational Rights and Privacy Act of 1974 as amended (P.L. 93-380) and policies issued by the Board of Administrators of Tulane Educational Fund. Each year under the federal act a comprehensive statement is published by the office of student affairs describing institutional obligations and practices and students' rights.