

TABLE OF CONTENTS

I. INTRODUCTION	1
Freeman School of Business Mission Statement	1
MACCT Program Mission Statement	1
Office of Graduate Programs.....	2
MACCT Faculty Advisors	2
II. THE FREEMAN MACCT PROGRAM.....	3
Advising	3
MACCT Program Prerequisites.....	3
MACCT Degree Requirements	4
MACCT Curriculum	5
Internships	6
Independent Study.....	6
Courses in Other Divisions of Tulane	7
MACCT Notebook Computer Requirement.....	7
III. JOINT-DEGREE PROGRAMS.....	9
BSM/MACCT Program.....	9
MBA/MACCT Program.....	12
JD/MACCT Program	13
IV. ACADEMIC POLICIES AND PROCEDURES	15
Admission Requirements.....	15
Transfer Credit	16
Undergraduate Courses Requiring Graduate-Level Substitutions	16
Approved Course Loads	17
Grading System	17
Class Attendance/Medical Excuses	18
Course Withdrawals or Additions	18
Continuation Requirements	19
Leave of Absence	19
Graduation.....	20
V. FINANCIAL ASSISTANCE	21
VI. STUDENT ORGANIZATIONS	23
Student Travel Reimbursement Policy	25
GBC Travel Request Application.....	28
VII. HONORS AND AWARDS	29
Dean’s List	29
Student Awards	29
Faculty Awards.....	29
Alumni Award.....	30
VIII. COURSE DESCRIPTIONS.....	31
Prerequisite Courses	31
Required Courses	31
Elective Courses	32

IX. APPENDICES	41
a. Louisiana Certified Public Accountant (CPA) Examination Requirements	42
b. MACCT Program Values and Professional Standards	43
c. Norms and Expectations	45
d. AACSB Standards for Individual Faculty and Student Educational Responsibility	46
e. Unified Code of Graduate Student Academic Conduct	47
f. Tulane University Code of Student Conduct	58
g. Procedures on Grade and Other Academic Complaints	72
h. Equity and Harassment Policies and Procedures	73
i. Student Guide to Computing Services	74
j. Information Technology Acceptable Use Policy.....	78
k. Media Services Student Policies.....	81
l. Career Management Center (CMC) Student Code of Ethics.....	84
m. CMC No-Show Policy.....	85
n. Services for Students with Disabilities	87
o. Confidentiality/Privacy for Students	88
p. Places and Things to Know	89

I. INTRODUCTION

Welcome to the Freeman School's Master of Accounting (MACCT) program. This handbook summarizes the curriculum and policies of the MACCT program and applies to the 2010-2011 academic year. Please read all sections of this handbook carefully. You are ultimately responsible for understanding and successfully completing the requirements for the degree, following the rules and regulations of the university and of the Freeman School as published in this handbook and in other university publications, or as announced on the Freeman website.

Freeman School of Business Mission Statement

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

The school's success is measured by the student demand for its graduate 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 commitment to excellence and continuous improvement in all of its endeavors.

MACCT Program Mission Statement

The MACCT program at Tulane's Freeman School of Business is a one-year program designed primarily for students with an undergraduate business degree other than accounting who wish to pursue careers requiring accounting expertise in the public and non-public sectors. The curriculum is flexible enough for individuals desiring specialized training in audit or tax and requires that students meet the Certified Public Accountant (CPA) exam educational qualifications in the state or states in which they plan to practice after graduation.

We prepare individuals for challenging careers in accounting and offer possible internship opportunities to give students hands-on experience before graduating. The program strives for excellence in teaching and research, currency with the dynamic business environment and its implications for accountants, and a stimulating education that will serve our graduates for the remainder of their professional lives.

Office of Graduate Programs

Academic advising, registration, and record keeping for Freeman School MACCT students occur in the Office of Graduate Programs. Located in Suite 4113 of Goldring/Woldenberg (G/W) Hall II, the office is open from 8:30 a.m. to 5 p.m. Monday through Friday. The main office number is (504) 247-1290. Although this handbook is a guide to course choices and interpretations of special situations that may arise within the program, not all situations can be covered. Therefore, please consult with the staff in the Office of Graduate Programs for more information.

John C. Howard, Associate Dean for Graduate Programs, monitors the quality of the Freeman School's graduate programs, ensuring their continuous improvement, and facilitating the coordination of the faculty who teach in the various graduate programs and the staff who support the programs. He can be reached at (504) 865-5343 or jhoward4@tulane.edu.

John Silbernagel, Director of Graduate Education, serves as administrative advisor to assist MACCT students in program planning and course selection. He also advises students in the full-time MBA program, coordinates the activities of the Freeman School graduate student organizations, and works with the faculty and deans on student concerns and needs, directing grievances and special requests to appropriate individuals and committees. He may be reached at (504) 865-5480 or jsilber@tulane.edu.

Stephen Estrada, Director of Professional Education and Global Business Curriculum, works closely with all MFIN, MRISK, and PMBA students to help them fulfill the requirements of their respective degrees. He provides academic advising and program delivery, and acts as liaison between students, faculty, and committee members to address special situations and student concerns. In addition, he directs periodic curriculum reviews and facilitates instructional development for the courses associated with the MBA global leadership module. He can be reached at (504) 865-5402 or sestrada@tulane.edu.

Laney Armstrong, Graduate Programs Manager, oversees the daily operations of the office and plans and implements all logistics for the MBA global leadership module's international trips. She works closely with students, faculty, and staff to provide academic support and coordinates orientation activities. In addition, she manages course scheduling and commencement activities, and serves on several school committees to ensure consistent delivery of excellence for all graduate programs. She may be reached at (504) 314-2454 or larmstro@tulane.edu.

Tonya Durden, Executive Secretary for the Office of Graduate Programs, coordinates reception area activities and supports the associate dean, directors, and manager. Contact Tonya directly at (504) 865-5463 or tdurden@tulane.edu.

MACCT Faculty Advisors

The MACCT faculty advisors are responsible for academic and professional advising and implementing the policies of the MACCT program. Every MACCT student must be advised regarding degree requirements prior to enrollment.

Professor Beau Parent, located in Room 541 of G/W I, may be reached at (504) 865-5490 or bparent@tulane.edu.

Professor Christine Smith, located in Room 507 of G/W I, may be reached at (504) 865-5499 or csmith20@tulane.edu.

II. THE FREEMAN MACCT PROGRAM

The Freeman MACCT is a 30 semester hour program for students entering with the appropriate background in accounting and business. The program, designed to meet all accounting accreditation requirements, requires that students qualify to sit for the CPA exam in Louisiana or in the state in which they intend to practice after graduation. The program may be completed in two semesters (fall and spring) or in two semesters and one summer (one calendar year). An optional internship, discussed later, is available.

Advising

Prior to enrollment, each student must be advised regarding degree requirements by a MACCT faculty advisor. Professor Beau Parent may be reached at (504) 865-5490 or bparent@tulane.edu. Professor Christine Smith may be reached at (504) 865-5499 or csmith20@tulane.edu.

A student must receive approval from a MACCT faculty advisor regarding: (i) waiving prerequisite or core courses; (ii) receiving transfer course credit; (iii) enrolling in graduate 7000-level elective courses in areas other than ACCN and TAXN for purposes of completing the MACCT degree requirements; or (iv) participating in an internship (ACCN 7550 or ACCN 7560).

MACCT Program Prerequisites

To be admitted to the MACCT program, a student must have an appropriate undergraduate background in accounting or business and have satisfactorily completed, or plan to complete, the following prerequisite courses:

- *Financial Accounting Principles*. Concepts, techniques, and conventions for measuring and communicating the results of operations and financial position of a business enterprise are introduced. Emphasis is placed on the development and use of publicly-reported financial information. ACCN 2010, ACCN 6010, or equivalent.
- *Managerial/Cost Accounting Principles*. The role of accounting information in management decision-making for profit-seeking organizations is emphasized. The importance of information to decision-relevance is developed through study of traditional cost accounting, managerial economics, operations research, and the behavioral sciences. ACCN 3010, ACCN 6020, or equivalent.
- *Intermediate Accounting I and II*. These conceptually-oriented courses introduce intensive examination of financial reporting issues, financial statement categories, and the institutional environment of financial accounting. ACCN 3100 and ACCN 4110, or equivalent.

Students may complete the MACCT program prerequisite courses in their undergraduate curriculum at a school accredited by The Association to Advance Collegiate Schools of Business (AACSB) or enroll in summer school at Freeman prior to matriculation. These prerequisites may be waived by a MACCT faculty advisor if a student has taken sufficient undergraduate course work in an accredited program. Remaining prerequisite requirements must be met in the first semester of enrollment in the MACCT program or as directed by a MACCT faculty advisor.

MACCT Degree Requirements

To earn the Freeman MACCT degree, a student must:

- Qualify to sit for the CPA exam in Louisiana or in the state in which he or she intends to practice. Requirements to sit for the CPA exam in Louisiana are summarized in the appendix. Students who do not have an undergraduate business degree may need to take additional courses to qualify to sit for the CPA exam. Those requirements specify that the CPA candidate in Louisiana must have completed 24 graduate or undergraduate semester hours of business courses (other than accounting courses), including at least one (3 semester hour) course in commercial law that is specifically for accounting majors.
- Satisfactorily complete 30 semester hours of approved graduate-level course work. At least 18 of the 30 semester hours must be courses with a prefix of ACCN or TAXN.

The 30 semester hour requirement is comprised of two components:

- Core courses: 18 of the 30 semester hours are required core courses. Any core courses waived because of prior academic work must be replaced with approved elective courses to increase the credits earned at the Freeman School to 30 semester hours. Course waivers must be approved before enrollment by a MACCT faculty advisor.
- Elective courses: 12 of the 30 semester hours are elective courses. Graduate 7000-level electives in areas other than ACCN and TAXN may be selected with approval of a MACCT faculty advisor.

The course outline for the *typical* MACCT candidate is summarized on the next page. Students may wish to chart their progress toward meeting the MACCT course requirements.

MACCT Curriculum

Prerequisites (or equivalent-consult faculty advisor)		Term	Institution
	Financial Accounting	_____	_____
	Managerial Accounting	_____	_____
	Intermediate Accounting I	_____	_____
	Intermediate Accounting II	_____	_____
Core Courses (or equivalent-consult faculty advisor)		Credits	Term
		Grade	
ACCN 7100	Ethics in Accounting and Finance	3	_____
ACCN 7110	Auditing	3	_____
ACCN 7120	Advanced Financial Accounting	3	_____
ACCN 7140	Advanced Managerial Accounting	3	_____
LGST 7210	Business Law	3	_____
TAXN 7250	Tax Planning for Corporate Decisions	3	_____
	<i>Total core credit hours</i>	18	
Elective Courses-Accounting/Taxation (consult faculty advisor)		Credits	Term
		Grade	
ACCN 7130*	Financial Statement Analysis	3	_____
ACCN 7150	Accounting Information Systems	3	_____
ACCN 7200	Accounting Research	3	_____
ACCN 7230*	Financial Accounting Seminar	3	_____
ACCN 7420	Government and Not-for-Profit Accounting	3	_____
ACCN 7550**	Public Accounting Internship	3	_____
ACCN 7560**	Professional Accounting Internship	1 to 3	_____
ACCN 7900***	Independent Study-Accounting	1 to 3	_____
TAXN 7260	Taxation of Individuals	3	_____
TAXN 7280	Research in Taxation	3	_____
TAXN 7290	Taxation of Partnerships and S-Corporations	3	_____
TAXN 7920***	Independent Study-Taxation	1 to 3	_____
Elective Courses-Non-Accounting/Taxation (consult faculty advisor)			
_____	_____	3	_____
_____	_____	3	_____
_____	_____	3	_____
	<i>Total elective credit hours</i>	12	
	<i>Total required credit hours for degree</i>	30	

*Students may not receive credit for both ACCN 7130 and ACCN 7230.

**Must be approved by a MACCT faculty advisor.

***Students are limited to three (3) credit hours of independent study work.

Internships

Optional internships provide students with a realistic introduction to the accounting profession and may be used to fulfill MACCT degree requirements. The Freeman School offers assistance to students in obtaining internships but cannot guarantee their availability. Internships must be approved by a MACCT faculty advisor. Typically, students interested in participating in an internship take one or the other of the following two offerings:

ACCN 7550 Public Accounting Internship (3) - Prerequisites: ACCN 7110 and TAXN 7250. Referred to as the “busy season internship,” this course is a full-time, paid internship with a major accounting firm in the spring semester. Typically, the internship takes place in the city in which the student plans to work after graduation and lasts from approximately January 1 through April 15. Because this internship is full-time, students may not take course work while participating. Following completion of the internship, students return to campus for nine credit hours of intensive graduate-level accounting course work until the end of May.

ACCN 7560 Professional Accounting Internship (1-3) - Referred to as the “corporate accounting internship,” this internship may be paid or unpaid and should involve the type of work a new full-time hire receives when beginning employment. The internship should last for at least 10 weeks and includes, but is not limited to, accounting-related functions in manufacturing, banking, hospitals, government, not-for-profit, universities, CPA firms, or other service organizations. The corporate accounting internship can be part-time and may be taken at any time after a MACCT student begins his or her graduate course work. The student and employer agree on the schedule of hours, financial arrangements, and employer supervision.

Independent Study

Students may choose an independent study course instead of selecting one of the regular elective course offerings. A student is limited to three credit hours of independent study work. The independent study option offers the student an opportunity to propose projects to Freeman faculty members. Proposal forms are available in the Office of Graduate Programs.

An independent study is designed to be an investigation of an area or set of topics of mutual interest to the student and the faculty member directing the course. Depending on the area studied, an independent study may be assigned a prefix other than ACCN or TAXN. Consult the course listings later in this handbook for specific course prefixes and course numbers for independent studies.

Faculty members are not obligated to accept independent study proposals. The student explores new areas not covered elsewhere in the curriculum or pursues applications and extensions in greater depth. Ordinarily, an independent study should lead to an in-depth paper on the relevant academic and professional literature and, if relevant, its application to the project.

Careful thought and planning must be done by the student and the sponsoring faculty member before the independent study can be submitted to the director of graduate education for approval by a MACCT faculty advisor. In particular, the independent study must have a basis in the academic literature of a particular area and be an acceptable substitute for the work required for a Freeman graduate course. An internship, by itself, is not an acceptable independent study. Independent studies must be approved before the last day to add a course for the semester in which the student plans to complete the independent study. If approved, the independent study will count as a 7000-level elective. Students may receive 1 to 3 graduate-level credit hours for the completion of an independent study.

Courses in Other Divisions of Tulane

A student may petition the Graduate Curriculum Committee (GCC) for permission to take up to three credit hours of course work in other divisions of Tulane University. Such courses must be at the graduate level and carry the equivalent of a 7000-level designation. The GCC cannot accept undergraduate courses, courses that include undergraduate enrollment, or School of Continuing Studies courses. The petition must be approved prior to registration if the course is to be included as part of the MACCT degree requirements.

The petition should be submitted to the GCC through the director of graduate education. The petition should include a statement describing the course's contribution to the student's professional career goals, special circumstances relating to the request, if any, the course description, and, if available, the current course syllabus. If the current syllabus is not available, a syllabus from the most recent offering should be included.

Approved courses taken in other divisions will be considered non-accounting by the GCC. The hours earned will be counted toward the hours required for the MACCT degree, but grades earned will not be included in the grade point average, nor may they be used for determining graduation, continuation, awards, honors, and fellowships. Minimum passing grades are determined by the school offering the course. Students must receive a passing grade in the course to have it count for degree purposes. Because these grades will not be counted in the grade point average, students must meet all grade point average requirements for their degree using only Freeman School courses.

MACCT Notebook Computer Requirement

All incoming graduate students are required to have a notebook computer. A notebook computer is a tool that helps tackle the demands of the Freeman MACCT program and will afford the student access to resources that the Freeman School and Tulane provide. Students have unlimited access to computing resources through network connections and a wireless Ethernet network within the buildings. All network connections provide convenient access to the Freeman School's internal network, Tulane's shared systems, and the Internet.

Students may purchase a new computer from their preferred vendor or any of the vendors with which the Freeman School has an alliance, or use a computer that the student already owns. The computer must meet the minimum requirements of the Freeman School. Complete information about the MACCT Notebook Computer Requirement is available on the Freeman School's website at <http://www.freeman.tulane.edu/lib-tech/computing/default.php>.

III. JOINT-DEGREE PROGRAMS

A joint-degree program allows a student to work toward two degrees concurrently. To enroll as a joint-degree candidate, the student must separately meet all application requirements for both degrees pursued and be granted admission to both programs for which a joint degree is desired. For example, students interested in pursuing the JD/MACCT degree must meet all application requirements for the MACCT program and the law school and be admitted to the MACCT program and the law school. Joint degrees are awarded simultaneously upon successful completion of all requirements.

The most common joint degrees pursued are the BSM/MACCT (joint with the Freeman School), the MBA/MACCT (joint with the Freeman School), and the JD/MACCT (joint with the Law School). Students interested in pursuing the MHA/MACCT (joint with the School of Public Health) should contact the director of graduate education for additional information.

Joint-degree students must complete the required MACCT prerequisite and core courses. At least 18 semester hours of accounting and taxation courses beyond financial accounting principles and managerial/cost accounting principles must be taken.

BSM/MACCT Program

Designed to provide students with a strong foundation for the accounting profession, the joint Bachelor of Science in Management and Master of Accounting (BSM/MACCT) program combines undergraduate and graduate level coursework with experiential learning. Available only to BSM students, the joint BSM/MACCT program is recommended for students desiring careers in the accounting profession. Both degrees are conferred simultaneously (*i.e.*, students may not receive one degree before receiving the other), following completion of a minimum of 122 hours of undergraduate work and 30 hours of graduate work. In addition, to graduate from the joint BSM/MACCT program, a student must be qualified to sit for either the Louisiana CPA exam or for the CPA exam in the state in which the student plans to practice upon graduation.

The BSM/MACCT program may be completed in 4½ years, although this time frame is not guaranteed. To complete the program in 4½ years requires careful planning and attention to scheduling. Students may also need to take an overload of hours during the academic year or take summer undergraduate courses. To make efficient progress toward their degrees, students should seek regular and timely advising from a MACCT faculty advisor to help them select elective courses and plan future schedules.

BSM/MACCT Degree Requirements:

Undergraduate Course Requirements

A student must complete a minimum of 122 hours of undergraduate coursework, including all requirements for the BSM degree and all prerequisites for the MACCT program. As the majority of the accounting curriculum will be taken at the graduate level, BSM students are strongly discouraged from majoring in accounting at the undergraduate level. BSM students, however, must choose an undergraduate major in the Freeman School and complete the requirements for that major.

Though BSM students may choose to double major either within the Freeman School, or in the Freeman School and in another division, a double major may increase the total number of undergraduate credits required to complete the joint program. Please see your undergraduate academic advisor for information on undergraduate double major requirements and the BSM/MACCT program.

Joint BSM/MACCT students should consult the BSM Handbook for curriculum, course descriptions, rules, and regulations governing the undergraduate portion of the program.

Graduate Course Requirements

In addition to completing all BSM requirements, a MACCT student must complete 30 credit hours of approved graduate coursework, 18 hours of which must be graduate-level work in the accounting/taxation area. If a student has taken the undergraduate equivalent of any required graduate courses, the student must substitute approved graduate elective courses to bring the graduate-level credits earned at the Freeman School to 30 hours. A joint BSM/MACCT student must complete the following 18 hours of required graduate-level courses (or equivalent) and 12 hours of elective graduate-level courses:

Required Courses		Credit Hours	Semester Offered
ACCN 7100	Ethics in Accounting and Finance	3	Fall
ACCN 7110	Auditing	3	Fall
ACCN 7120	Advanced Financial Accounting	3	Spring
ACCN 7140	Advanced Managerial Accounting	3	Spring
LGST 7210	Business Law	3	Fall
TAXN 7250	Tax Planning for Corporate Decisions	3	Fall

Elective Courses

12 hours of graduate elective credit, up to 3 hours of which may come from one of the following internships:

ACCN 7550	Public Accounting Internship (busy-season)	3	Spring
ACCN 7560	Professional Accounting Internship (corporate)	1 to 3	Fall, Spring, Summer

Although joint BSM/MACCT students receive assistance in obtaining internships, the Freeman School cannot guarantee availability of either the busy season internship or the corporate accounting internship. A *maximum* of three hours of internship graduate-level credit will apply toward the MACCT degree. A paid internship may partially offset the additional year (or semester) of tuition. If a student cannot secure an internship, he or she may substitute graduate-level elective hours during the semester.

Undergraduate Coursework Requiring Graduate-Level Substitutions

Students who have taken the following undergraduate courses may *not* receive credit for taking the graduate-level courses that cover the same material. Instead, they must substitute an approved graduate-level elective in place of the required graduate-level course. Students who need to take graduate-level substitutions are still required to fulfill 30 credit hours of graduate coursework, including a minimum of 18 graduate-level hours in the accounting/taxation area.

If a student has taken this undergraduate course or its equivalent:

He or she may *not* receive credit for this graduate course:

ACCN 2010	Financial Accounting	ACCN 6010	External Reporting and Financial Analysis
ACCN 3010	Managerial Accounting	ACCN 6020	Internal Reporting and Financial Analysis
ACCN 4100	Auditing	ACCN 7110	Auditing
ACCN 4120	Advanced Financial Accounting	ACCN 7120	Advanced Financial Accounting
ACCN 4140	Advanced Managerial Accounting	ACCN 7140	Advanced Managerial Accounting
ACCN 4150	Accounting Information Systems	ACCN 7150	Accounting Information Systems
LGST 4100	Business Law	LGST 7210	Business Law

Once admitted to the BSM/MACCT program, students should consult the MACCT Handbook for curriculum, course descriptions, rules, and regulations governing the graduate portion of the program.

MBA/MACCT Program

For the MBA/MACCT program, students complete 24 credit hours from the MACCT program and 52 credit hours from the MBA program. The typical course outline for an MBA/MACCT student is summarized below.

First Year	Semester Hours
Fall Semester (16 credit hours)	
MBA core courses and practice modules	16
Spring Semester (16 hours)	
MBA core courses and practice modules	10
ACCN/TAXN elective	3
MBA elective course	3
Admit to MACCT program before April.	
Second Year	
Pre-Fall Semester	
MACCT Orientation: August	
Fall Semester (18 hours)	
ACCN 7110 Auditing	3
ACCN/TAXN elective	3
TAXN 7250 Tax Planning for Corporate Decisions	3
MBA core courses and practice modules	6
MBA elective course	3
Spring Semester (17 hours)	
MBA core courses and practice modules	8
MBA elective course	3
ACCN 7120 Advanced Financial Accounting	3
ACCN 7140 Advanced Managerial Accounting	3
Summer or Fall Semester (9 hours)	
MBA elective course	3
ACCN/TAXN electives	6
Total hours for MBA and MACCT	76

JD/MACCT Program

For the JD/MACCT program, students complete 24 credit hours from the MACCT program and 82 credit hours from the JD program. JD/MACCT students have three years (excluding the beginning academic year) to fulfill the MACCT course requirements (including summers).

JD/MACCT students may not:

- Take courses with essentially the same content in both the Freeman School and the Law School.
- Take LGST 7210 (Business Law).
- Take ACCN 7560 (Professional Accounting Internship).

The typical course outline for a JD/MACCT student is summarized below.

First or Second Year Summer (before or after first year of Law)	Semester hours
MACCT Orientation	
MACCT elective	3
MACCT core or elective course	3
First Year Law School Fall Semester and Spring Semester	
No Freeman School courses taken during the regular semester	
Second Year Fall Semester and/or Spring Semester	
ACCN/TAXN elective	3
MACCT core or elective courses *	3 or 6
Second or Third Year Summer Semester	
MACCT core or elective courses	6
Third Year Fall Semester and/or Spring Semester	
MACCT core or elective courses *	3 or 6
Total hours for MACCT	24

*JD/MACCT students take nine (9) semester hours of MACCT core or elective courses distributed across their second and third year fall and spring semesters in the program to bring the total MACCT courses taken for credit to 24 hours.

IV. ACADEMIC POLICIES AND PROCEDURES

Admission Requirements

A complete application for admission consists of the following:

- Official transcripts from all universities attended for undergraduate and graduate course work. Official transcript must reflect conferral of undergraduate degree.
- Official GMAT score. Applicants with prior authorization may request substitution of other graduate-level examination scores.
- Official score report from an English language examination (i.e., TOEFL, IELTS, etc.) required of applicants for whom the language of instruction is not English.
- Letters of recommendation (2)
- Current resume
- Response(s) to the essay(s)
- Completed application form
- Personal interview (as required by the admissions committee)

Self-reported, faxed, or unofficial scores may be used in the admissions process; however, official scores are required prior to registration. Applications are accepted through an on-line application system. While applicants are asked to complete the information on-line, decisions are based on receipt of official scores, transcripts, and other materials.

Admission to the graduate program includes analysis of the applicant's academic, professional, and personal suitability for graduate study at the Freeman School. Admission decisions are non-binding. An applicant receives an offer of admission that is completed with registration in the graduate program. Applicants may, by forfeiting the non-refundable confirmation deposit, elect to not attend the program. Conversely, the Freeman School reserves the right to withdraw the offer of admission at any time prior to registration. Falsification of materials or any other misrepresentation will result in withdrawal of any offer of admission.

Information and application forms may be obtained from the Office of Graduate Admissions at the Freeman School, (504) 865-5410, or on the website at <http://www.freeman.tulane.edu/programs/macct/admission.php>.

Special Students:

Students who are not seeking a degree but who wish to enhance their professional background may apply for special student status. Such special students may take a maximum of nine credit hours in the Freeman School. Should such a special student later apply and be accepted into a graduate program at the Freeman School, credit will not be granted for courses taken while a special student, although those courses may be waived and replaced with electives.

Graduates of the Freeman School are exempt from the nine credit hour limit. Admission is on a space-available basis. Contact the Office of Graduate Admissions for details.

Credit received in courses taken before formal admission to the program cannot be counted toward degree requirements.

Exceptions to this rule can be granted only by petition to the Graduate Curriculum Committee and will not be granted unless such

business courses were taken at the Freeman School as a part of a formal program in another division of Tulane University (for example, the Health Systems Management program). Even in cases where such petitions are granted, only 6000-level waiver credit will be allowed. Thus, 30 credit hours of course work must still be taken after admission. Courses taken toward another degree cannot be counted toward the MACCT degree requirements.

Students from Other Divisions:

Graduate students from other divisions of Tulane may take up to nine credit hours of business courses as cross-registrants. MHA (Master of Health Administration) degree candidates, however, may take up to 12 credit hours of business courses as cross-registrants. Course registration is limited to those students having specific course prerequisites and to those courses not filled by business students. Undergraduate students not formally admitted to a graduate business program may not register for graduate courses in the Freeman School.

Transfer Credit

Transfer credit toward the 30 semester hour MACCT degree requirement may be obtained for appropriate graduate-level courses taken in the Freeman School prior to enrollment in the MACCT program for which at least a B was earned, if the courses are not used to satisfy any other degree. Such transfer credits, which apply toward the 30 semester hour MACCT requirement, must be approved by a MACCT faculty advisor before enrollment.

Undergraduate Courses Requiring Graduate-Level Substitutions

The content of some undergraduate courses may overlap significantly with MACCT course offerings. Consequently, the following courses, if taken at the undergraduate level, preclude a student’s enrollment in comparable MACCT courses.

If a student has taken this undergraduate course or its equivalent:	He or she may <i>not</i> receive credit for this graduate course:
ACCN 2010 Financial Accounting	ACCN 6010 External Reporting and Financial Analysis
ACCN 3010 Managerial Accounting	ACCN 6020 Internal Reporting and Financial Analysis
ACCN 4100 Auditing	ACCN 7110 Auditing
ACCN 4120 Advanced Financial Accounting	ACCN 7120 Advanced Financial Accounting
ACCN 4140 Advanced Managerial Accounting	ACCN 7140 Advanced Managerial Accounting
ACCN 4150 Accounting Information Systems	ACCN 7150 Accounting Information Systems
LGST 4100 Business Law	LGST 7210 Business Law

Approved Course Loads

A student taking 12 or more credit hours during a semester is defined as a full-time student. Students taking fewer credit hours are classified as part-time students. Withdrawal from courses during a semester can change a student's classification from full- to part-time. Students receiving financial aid should check with the Office of Financial Aid to determine the effect of a change in status on their financial aid.

For full-time students with minimal job commitments, the standard course load is 15 credit hours. Students with substantial part-time work commitments should consider reducing their course loads.

Freeman School graduate students may register for up to 18 credit hours without special permission. Those with a cumulative grade point average of at least 3.5 or above may take an overload of three credit hours per semester with the approval of their advisor.

In all other cases, petitions for course overloads are submitted to the director of graduate education for consideration by the Graduate Curriculum Committee. Such petitions will not be approved for students in their first semester.

Grading System

Grade Symbols:

All graduate programs in the Freeman School use a letter grade system with the following quality point equivalents:

A	=	4.000
A-	=	3.667
B+	=	3.333
B	=	3.000
B-	=	2.667
C+	=	2.333
C	=	2.000
C-	=	1.667
D+	=	1.333
D	=	1.000
D-	=	0.667
F	=	0.000

The quality point total for each course is computed by multiplying the numerical value of the grade received by the course credit hours.

Graduate credit is awarded for grades of D- or better; however, lower grades must be offset with higher grades to meet continuation and graduation requirements. The grades of W (withdrawal), WF (withdrawal failing), and UW (unofficial withdrawal) are assigned by the instructor when the student withdraws from a course before its completion. A grade of W does not affect the grade point average. Grades of WF or UW are computed in the grade point average as an F. A grade of P (pass) is not counted in the grade point average, but is counted in earned hours. A grade of F (fail) is not counted in earned hours, but is counted in the grade point average.

Grading Guidelines:

The Freeman School faculty approved a recommended grading policy. 7000-level courses are expected to have a mean class GPA in the range of 3.333 to 3.667. Faculty members teaching more than one section of the same 7000-level course may pool the students in the different sections and compute one class GPA. 6000-level courses are expected to have a mean class GPA in the range of 3.000 to 3.333

Incomplete Grades:

If, for reasons acceptable to the instructor, a student fails to complete the required work within a course, he or she may receive the grade of I (incomplete). The student then has one semester (excluding the summer session) to complete the requirements for course credit. Should the incomplete not be resolved within one semester, the I automatically becomes an F. Once a grade of 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 D- or higher is earned. However, a student may repeat a course for which credit is earned. When a course is repeated, only the higher grade contributes to the grade point average. Elective courses do not need to be repeated, but the credit hour and grade point average requirement for graduation must be met. A student must repeat any required course in which he or she earns a failing grade. If a student receives a grade of WF due to a determined infringement of the unified code of graduate student academic conduct, the failing grade will remain in the GPA calculation even if the course is repeated for credit.

Auditing Courses:

The Freeman School discourages auditing courses. In exceptional circumstances, however, a student may be allowed to audit a course with the permission of the instructor. Once a course is audited, it may only be taken for credit at a later date with the approval of the instructor and the director of graduate education.

Class Attendance/Medical Excuses

Students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors should establish policies for attendance in their classes that are announced at the beginning of the semester. Students who find it necessary to miss class are responsible for obtaining notes on material covered in lectures or other class sessions. It is up to the instructor to determine whether or not to allow the student to make up missed quizzes, examinations, or other exercises. Students are responsible for notifying professors about absences that result from serious illnesses, injuries, or critical personal problems. Check with the Student Health Center on the current policies for medical excuses.

Course Withdrawals or Additions

MACCT students can drop and add courses according to the dates set each semester by the Office of Graduate Programs. These dates are available on the Freeman website at <http://www.freeman.tulane.edu/students/macct/default.php> and in the Office of Graduate Programs. It is important that you be informed of these dates in order to avoid unnecessary financial obligations. Drop/add forms are available in the Office of Graduate Programs. They must be completed and signed by the student and then signed and processed by the director of graduate education. You should discuss implications of course withdrawals or additions with the director of graduate education if you have questions.

Continuation Requirements

To qualify for continuation in the MACCT program, a student who has completed 11 or fewer credit hours must attain a cumulative GPA of at least 2.50. Students who have completed 12 or more credit hours must maintain a cumulative GPA of at least 2.67. These standards are applied on all work attempted and completed in the MACCT program, including earned grades of F, WF, and UW. If a course is repeated, only the higher grade contributes to the grade point average.

Probation:

A student who fails to meet continuation requirements is placed on academic probation. The terms of such probation will vary depending on the particular circumstances. These terms ordinarily will include a requirement that the student raise his or her GPA to the level required within 9-15 credit hours, and may include a requirement to take specific courses and achieve specified levels of performance in those courses. Probation conditions may include restrictions on non-academic activities and on maximum or minimum course loads. Students may not receive the grade of I (incomplete) while on probation.

Dismissal:

Students who fail to meet the terms of probation will be dismissed from the program. Also, students who remain on probation for two consecutive semesters or whose cumulative GPA is below 2.00 will be dismissed from the program.

Right of Appeal:

A student who receives a letter of dismissal from the MACCT program has the right to appeal to the Graduate Curriculum Committee (GCC). An appeal petition stating the reasons for the appeal should be submitted in writing to the director of graduate education, who will forward it to the GCC. 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 GCC will attempt to determine if the student in future semesters can achieve the required performance and rectify any deficiencies. The burden of argument in the appeal process rests with the student. A student who is reinstated following a successful appeal of dismissal is placed on probation.

Leave of Absence

A student in good academic standing may choose not to register for coursework in a given semester and still remain in the MACCT program. The student must notify the director of graduate education of his or her intention and proposed return date. Should a student not take courses for three consecutive semesters (including the summer), he or she must apply for reactivation in the program. Letters requesting reactivation should be submitted to the director of graduate education. Any student who breaks the continuity of his or her program for more than six consecutive semesters (including summer semesters) must reapply for admission to the MACCT program through the Office of Graduate Admissions. Readmitted or reactivated students must meet the degree requirements and abide by the academic policies in place at the time of his or her return to the program. The GCC 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 GCC.

Graduation

To graduate with the MACCT degree, the student must satisfy the following requirements:

Application: The student must submit an “Application for Degree” at the beginning of the semester in which he or she intends to graduate. This form is available through Gibson or from the Office of Graduate Programs. The completed form must be submitted to that office.

Minimum GPA: Students must earn a cumulative grade point average of at least 3.00 on *all* graduate-level course work *attempted* in the MACCT program at the Freeman School. In some cases, satisfying this requirement may necessitate additional course work. If a course is repeated, only the higher grade contributes to the grade point average.

Financial and non-academic: Students must meet all financial and other non-academic requirements set by Tulane University and by the Freeman School.

Commencement:

Students who will complete degree requirements by the end of the summer session may participate in commencement exercises held the previous May. This policy applies to all Freeman degree programs. To be included in all commencement activities, a student must:

- Be 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. If such a student fails a course in the final spring semester, but otherwise maintains an acceptable GPA and can successfully complete degree requirements by the close of summer session, he or she may participate in May commencement by permission of the dean.
- Meet all financial obligations to the Freeman School and Tulane University in order to receive his or her diploma following completion of degree requirements.
- Submit a letter acknowledging that the student’s participation in the ceremony in no way obligates the Freeman School or Tulane University in the event that the student does not successfully complete degree requirements and satisfy financial obligations. The Office of Graduate Programs will provide the letter for signature by the student.

V. FINANCIAL ASSISTANCE

Graduate business students may discuss their financial situation or fellowships, and research available sources for funding with the business school's financial aid coordinator, Suzanne Lossi. Her office is located in the Office of Graduate Admissions (Suite 410, G/W I). She can be reached at (504) 865-5410 or lossimm@tulane.edu.

Need-Based Financial Aid:

Most graduate business students utilize a combination of loan funds and personal savings to fund their studies.

To apply for aid under the Federal Family Education Loan Program, such as Stafford Loans, an applicant must be a United States citizen or permanent resident and enrolled at least half time (six or more credit hours). Applicants must complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>. This process includes application for a federally-issued PIN number with which students can digitally sign their FAFSA application.

Private alternative or Grad Plus loans generally complete the gap between need and funds provided by the federal programs. While students should apply directly to lenders, the loans will be administered through Tulane's Office of Financial Aid, located on the second floor of the Science and Engineering Lab Complex.

Students may contact their university financial aid counselor at (504) 865-5723, (800) 335-3210, or finaid@tulane.edu. Additional information may be found at <http://finaid.tulane.edu>. Students who enroll in joint programs often have unique financial aid circumstances and should contact the Office of Graduate Admissions at (504) 865-5410 for a better understanding of financial concerns.

Part-Time Employment:

Teaching, research, and administrative assistantships give students valuable opportunities to work closely with Freeman faculty/staff and to supplement their income while in school. Last year, approximately 50% of all full-time students held such positions. Assistants usually work 10-20 hours per week and earn \$7.25 per hour. Students arrange positions with faculty/staff at the beginning of each semester. Students may pursue assistantships regardless of whether or not they are approved for Federal Work-Study.

Freeman assistantships are listed on the TargetVision monitors throughout the Goldring/Woldenberg Complex. Off-campus positions are posted through the Career Management Center. Other on-campus positions are listed in the student employment office next to the Reily Student Recreation Center in the Collins Diboll Complex at the corner of McAlister Place Extension and Ben Weiner Drive.

Graduate Fellowships and Graduate Assistantships:

Applicants to the Freeman School may apply for a limited number of graduate fellowships and graduate assistantships. Graduate fellowships and assigned assistantships will provide partial tuition remission.

Additional information on fellowships and assistantships can be requested from the Office of Graduate Admissions (Suite 410, G/W I).

VI. STUDENT ORGANIZATIONS

The Freeman School encourages active involvement in organizations to enhance students' personal and professional development. Organizations complement the educational mission of the school and provide for experiential learning outside the classroom. Student participation in meaningful activities, within the school, the university, and the New Orleans community, generates growth opportunities for those involved and positive recognition for the school.

American Marketing Association (AMA):

Open to all students, Tulane's collegiate chapter of the AMA presents members with the opportunity to learn from real-world marketing professionals. Members attend monthly meetings featuring exciting guest speakers, participate in fun hands-on marketing activities, and learn how to network with top-level marketing executives. The AMA offers a great supplement to Tulane's classroom experience and provides its members with the competitive advantage necessary to succeed in today's marketing field.

Beta Alpha Psi:

This honorary national accounting fraternity seeks to promote continuous self-improvement, to foster high moral and ethical standards, to encourage and recognize scholastic and professional excellence, to cultivate a sense of responsibility and service, to promote the collegiate study of accounting, and to provide an opportunity for association between members and practicing accountants. Membership is based on scholarship and professional attributes.

Black MBA Association (BMBAA):

Affiliated with the National Black MBA Association, BMBAA's purpose is to facilitate awareness and learning of issues affecting minorities in business and academia. This group sponsors lectures and community service programs and offers opportunities in career development.

Freeman Consulting Group (FCG):

Through the support of the Tulane Association of Business Alumni (TABA) and the Levy-Rosenblum Institute for Entrepreneurship, FCG provides business consulting to local organizations on a non-fee basis. Clients are presented with workable solutions and FCG members gain valuable consulting experience.

Graduate Business Council (GBC):

GBC, of which all graduate business students are members, serves the academic, professional, and personal interests of the graduate student body. The group facilitates interaction and communication among the students, the administration, the faculty, and the Tulane community. GBC accomplishes its mission by marketing its students, developing a productive learning environment, and providing mentoring and relationship-building opportunities. The GBC serves as the "umbrella" organization to most graduate business student organizations.

Graduate Finance Club (GFC):

GFC caters to students interested in finance and finance-related careers by providing supplemental learning experiences, interaction with finance professionals, and opportunities to explore finance careers. In conjunction with the Freeman School, GFC hosts the Rolanette and Berdon Lawrence Finance Case Competition each spring.

National Association of Women MBAs (NAWMBA):

The purpose of Tulane's chapter of NAWMBA is to enhance the experience of women in business school, to increase the number of women in the Freeman School, to promote women in business through community, educational, and service projects, to develop women as leaders, to build a strong network, to participate in the national conference, and to support the goals of NAWMBA.

Retail & Luxury Goods Association (RLGA):

The purpose of the RLGA is to educate and to inspire students interested in pursuing a career in any aspect of the retail and luxury goods industry. The RLGA exposes students to opportunities in the industry through networking functions, attending national retail conferences, and hosting a speaker series.

Toastmasters International:

Toastmasters is a national organization devoted to developing the speaking skills of its members. Students who participate in Toastmasters gain confidence and learn techniques that prove invaluable in classroom presentations as well as in future business situations.

Tulane Association of Business Alumni (TABA):

TABA, the formal organization of the Freeman School alumni, sponsors programs and projects throughout the year. Graduates usually join TABA after commencement to continue their support of, and association with, the Freeman School. TABA supports programs such as TABA Community Service Program, networking receptions including Freeman Days in New York, Houston, Washington D.C., and New Orleans, and receptions welcoming the newest alumni. The annual Tulane Business Forum is the largest half-day business conference in the Greater New Orleans area, featuring nationally and internationally renowned business leaders.

Tulane Energy Club (TEC):

The purpose of TEC is to educate and to inspire students interested in pursuing a career in the energy industry. In pursuit of this goal, TEC coordinates a variety of activities for its members, including a distinguished speaker series, field trips, networking socials, and an energy trading competition. By enhancing students' knowledge of the energy industry and helping them develop the relationships that are vital to success, TEC also advances the post graduate opportunities of its members.

Tulane Entrepreneurs Association (TEA):

TEA's mission is to assist members in expanding their entrepreneurial skill base. TEA sponsors lectures, workshops, and social networking events, and provides student entrepreneurs with assistance in organizing their own ventures. TEA coordinates student teams that create business plans for entry into business plan competitions, and sponsors the Tulane Business Plan Competition each spring. TEA membership is open to all Tulane students.

Tulane International Business Society (TIBS):

TIBS brings together students and faculty interested in the international business arena. The organization hosts speakers from around the world to present current international business topics. TIBS organizes business debates to increase members' participation and to explore diverse points of view. TIBS also sponsors the International Dinner each spring to which all members of the Freeman community are invited.

Tulane Sports Business Association (TSBA):

The purpose of the TSBA is to provide students interested in pursuing a career in sports management a forum to connect with industry professionals. This is accomplished through speaker series, networking events, and collaborative projects with sports teams and organizations in the New Orleans area. The TSBA educates students about careers in the sports industry, including marketing, finance and accounting, operations, communications, and community relations. TSBA membership is open to all Tulane students.

Student Travel Reimbursement Policy

Introduction:

The GBC, in its efforts to assist students acting as representatives for the Freeman School and Tulane University, has budgeted funding to reimburse students for approved travel expenses. The following policy is meant to encourage students to represent Tulane as well as to clarify reimbursable expense limits. The travel policy will also outline the application procedure for funds and the steps that are necessary for reimbursement.

Overview:

All decisions for university reimbursement will be made on the basis of proof for reasonable actual expenses incurred while traveling as a representative of Tulane University and the Freeman School. Original receipts are required for all reimbursable expenses (i.e., lodging, airfare, taxis, and registration) that are claimed.

Students are required to make every effort to use the lowest available airfare. The original plane ticket stub should be submitted along with the travel voucher. In instances where the traveler utilizes an airline that does not issue a passenger ticket, it is the responsibility of the traveler to obtain from the airline an original receipt or itinerary, which documents the dates of travel, destination(s), and fare(s).

Reimbursement is primarily intended for travel (airfare, fuel costs, etc.) and lodging. Travel costs are differentiated as air travel or as ground travel. Air travel reimbursement will be awarded by the amount shown on the original airline ticket receipt and must be accompanied by the boarding passes for the flight. Ground travel will be reimbursed for the actual costs of fuel, bus, train, or cab fare. All original receipts shall be submitted for reimbursement for each type of ground travel: personal car travel in the form of fuel receipts, travel by taxi in the form of receipts from driver, train travel in the form of original Amtrak receipts. Lodging costs include actual hotel or motel expenses and are reimbursed up to the actual costs that appear on the original receipt.

Some examples of expenses, which are NOT reimbursable, are:

- Laundry and valet service
- Personal entertainment
- Fees for travelers checks for domestic travel
- Flight insurance
- Credit card finance fees

Funds are generated for the annual GBC budget through the collection of student activity fees by Tulane University and are allocated back as a percentage based on the prior year's student population.

Case Competitions:

An integral part of the graduate experience at Tulane is representing the school at national and international case competitions by using skills acquired at the Freeman School. The GBC encourages all students to participate in case competitions. The GBC, in its efforts to promote case competitions, may provide each student participant with a maximum of \$300 for travel expenses, not to exceed actual costs of travel.

Conferences:

The Freeman School is represented by several clubs and organizations that are associated with national organizations. These organizations allow students to expand their network nationwide and to further develop their career skills. GBC encourages all clubs and organizations to participate actively with their national group and to attend national conferences. In its effort to allow as many students as possible to attend these conferences, the GBC has established the following policy with regard to national conferences:

- A group traveling with fewer than four (4) students may be reimbursed a maximum of \$300 per student not to exceed actual costs of travel.
- A group traveling with four (4) or more students may be reimbursed for 1/3 of the total costs or \$1,500 for the entire group traveling; neither of these instances is to exceed the actual costs of travel. A group receiving authorization for group amounts may distribute funds unevenly among travelers within reason; this will be used to accommodate one person paying for all hotel charges, etc.

Career Search Travel:

While student placement and career searches are important to all Freeman students, the GBC is unable to reimburse for travel to events in which the student is seeking full-time or internship positions. Examples of these trips are Freeman Days events and interviews.

Additional Funding:

The GBC recognizes that at many times it cannot provide funding that will cover the entire costs of travel. Students have the opportunity to acquire funds through several other options, the first of which is the Graduate and Professional Student Association (GAPSA). GAPSA provides the opportunity to apply for and receive matching funds for travel. Once a group has been approved for funding through GBC, GAPSA will accept proposals for matching funds. Groups are strongly encouraged to raise funds independently through fund drives and membership fees and/or dues to supplement other funding. Occasionally, the dean of the Freeman School will work with students and student groups to assist in funding activities when all other opportunities have been exhausted. A formal request with proof of all other funding or attempts to receive funding must be submitted to the dean for approval.

Eligibility:

This travel policy is effective for all graduate-level students of the Freeman School who are covered by the GBC. These groups include students in the Master of Accounting (MACCT), the Master of Business Administration (MBA), the Master of Finance (MFIN), the Master of Risk Management (MRISK), and the Professional Master of Business Administration (PMBA) programs.

The following groups are eligible for the full amounts noted in this policy: MACCT, MBA, MFIN, and MRISK. PMBA students are eligible for 50% of the funding outlined in this policy. This differs due to the reduced amount of student activity fees paid by PMBA students.

Students and/or groups must submit requests as early as possible, preferably 30 days in advance of travel. Requests submitted after the event or after travel has been completed will be denied.

Procedures:

The following steps must be followed for the approval process:

1. Organize for event.
2. Seek outside funds.
3. Complete all required paperwork for proposal.
 - a. See *GBC Travel Request Application*.
4. Representative for group or individual presents to GBC at executive board's meeting. Requests will include all students who are to travel for event.
5. If GAPSAs funds are needed:
 - a. See *GAPSAs Reserve Fund Request Application* (<http://www.tulane.edu/~gapsa/conferencereserve.html>).
 - b. Submit request to GBC Vice President of Finance at least 96 hours (4 days) prior to GAPSAs Finance Committee meeting. GBC Vice President of Finance will present request at committee meeting. GAPSAs Finance Committee will make recommendation to GAPSAs Senate, which will vote to approve or reject request.
6. KEEP ALL ORIGINAL RECEIPTS FOR FINAL PAPERWORK.
7. Once travel is completed:
 - a. Fill out request forms:
 - i. "Request for Travel Expense Reimbursement"
(<http://studentprograms.tulane.edu/pdfs/Travel.pdf>)
 - ii. "Travel Expense Itemization Sheet"
(<http://www.tulane.edu/~admin/tams/pdf/Travel%20Expense%20Itemization%20Sheet.pdf>)
 - b. Ensure original receipts, including boarding passes, are attached.
 - c. Submit forms to GBC Vice President of Finance.
 - d. When GBC and GAPSAs funding is authorized, please submit both requests as one form noting that funding from both sources is authorized.

Timelines:

Proposal

Students should submit proposals as far in advance as possible, but no later than two weeks prior to the event.

Reimbursement Request (Expense Report)

Students should submit to the GBC Vice President of Finance their full request with original receipts attached no later than 30 days after returning from the event. The only exception to this rule is all trips to be reimbursed that occur with less than 30 days prior to the end of the school year must have requests submitted by the last day of the school year.

The GBC budget is closed at the end of each school year. Expenses incurred in previous school years cannot be expensed from the current year's budget. Students not submitting requests on time or by the end of the school year will forfeit the claim on the approved amount of reimbursable travel.

GBC Travel Request Application

The individual requester or group should provide the following information:

Name _____

Tulane ID number _____

E-mail address _____

Mailing address _____

Telephone number _____

Program _____

Expected date of graduation _____

Name of sponsoring organization _____

Date _____

Total planned expenses _____

Total monies secured from other sources to date (list sources and amounts) _____

Amount requested from GBC _____

In a short paragraph, please detail the purpose of your travel including:

- a. The meeting's FULL name, location, dates, information regarding all meetings at which you have given oral or poster presentations, and if presenting, attach a copy of your abstract.
- b. For what purpose will the monies be used? (Be as specific as possible: airfare, lodging etc.).
- c. How many individuals and who will directly benefit from the use of these monies?
- d. Who else has been solicited for funds? Provide contact information, the amounts solicited, and the amounts contributed.
- e. How will the use of GBC monies benefit the Tulane/Freeman community as a whole, directly and indirectly?
- f. (For groups) How many individuals are involved in this travel? List all pertinent information below for each individual using the travel funds requested.

VII. HONORS AND AWARDS

Beta Gamma Sigma

The purpose of this honorary business scholastic fraternity is to reward scholarship and accomplishment in all phases of business, to promote the advancement of education in the science of business, and to foster principles of honesty and integrity in business practices. Membership invitations are given to the top 20% of each graduating class.

Dean's List

The Dean's List represents full-time students whose grade point averages fall within the top 10% for the fall and spring semesters. To be eligible for inclusion on the list, a full-time student must complete at least 12 credit hours of Freeman course work during the semester. Joint-degree students are eligible for inclusion on the Dean's List only during semesters in which at least 9 of the required 12 credit hours are taken at the graduate level in the Freeman School. For all students, only Freeman courses count in the calculation of grade point averages.

Student Awards

Dean's Service Award:

Established in 1991, this award recognizes those graduating students who, in the opinion of the administrative staff and the dean, have added dimension to the school through outstanding contributions of time and effort.

TABA Community Service Award:

Established in 1993 by the Levy-Rosenblum Institute for Entrepreneurship and conducted in partnership with TABA, this award recognizes those graduates who, under the auspices of the Institute and mentored by TABA members, have completed at least 25 hours of pro bono service with a disadvantaged business or not-for-profit organization in the New Orleans area.

Faculty Awards

The Teacher Honor Roll Award:

This award was established to honor faculty members for excellent teaching performance. The Teacher Honor Roll is selected by student vote twice each academic year, once for the summer/fall semesters and once for the spring semester. Any person teaching a credit course in the Freeman School is eligible for the Teacher Honor Roll.

The Howard W. Wissner Award:

Presented each year to outstanding faculty members to recognize excellence in teaching, this award was established in honor of Howard W. Wissner, an exceptional professor who won the admiration and respect of all those with whom he came in contact. Anyone selected for the Teacher Honor Roll during the previous four semesters is eligible for the Wissner Award.

Irving H. LaValle Research Award:

Established in 1996, this award recognizes professors for excellence and advancement of the highest standards in research and for contributions to the faculty members' academic fields of interest.

James T. Murphy Teaching Excellence Award:

Established in 1994, this award recognizes professors for excellence and advancement of the highest standards in teaching. Selection is based on student vote, course evaluations, and review by a committee of students and administrators.

Erich Sternberg Award:

Established in 1987 by the Erich Sternberg family, this award is given to a member of the Freeman School faculty in recognition of current contributions to that faculty member's academic field of interest.

Outstanding Young Researcher Award:

This award was established to recognize outstanding research by junior faculty members.

Alumni Award**Outstanding Alumnus Award:**

The Outstanding Alumnus Award was established in 1952 by TABA to honor an alumnus or alumna with a record of outstanding accomplishment in the field of business. To qualify for the award, the individual must have demonstrated great ability in his or her field and qualities of leadership in a prominent position within an organization. In addition, consideration is given to a candidate's record of service to industry and the community and to his or her continuing interest in the problems of higher education. Through recognition of the achievements of alumni from year to year, it is hoped that both students and alumni will be stimulated to higher goals and accomplishments.

VIII. COURSE DESCRIPTIONS

The courses listed below are normally offered during the academic year. The Freeman School reserves the right to add or cancel scheduled courses. Although all required MACCT courses are offered at least once each year, some elective courses may not be offered every year.

Prerequisite Courses

Financial Accounting Principles - Concepts, techniques, and conventions for measuring and communicating the results of operations and financial position of a business enterprise are introduced. Emphasis is placed on the development and use of publicly-reported financial information. ACCN 2010, ACCN 6010, or equivalent.

Managerial/Cost Accounting Principles - The role of accounting information in management decision-making for profit-seeking organizations is emphasized. The importance of information to decision-relevance is developed through study of traditional cost accounting, managerial economics, operations research, and the behavioral sciences. ACCN 3010, ACCN 6020, or equivalent.

Intermediate Accounting I and II - These conceptually-oriented courses introduce intensive examination of financial reporting issues, financial statement categories, and the institutional environment of financial accounting. ACCN 3100 and ACCN 4110, or equivalent.

Required Courses

ACCN 7100 Ethics in Accounting and Finance (3) - This course focuses on the practice of accounting and finance and what common sense morality (informed by philosophy, professional expectations, and peer conversation) says is ethical. Current ethical questions and controversies in the fields of accounting and finance are explored. Through class exercises, group discussions, presentations, lectures, and readings, students cultivate their own moral sense and improve their capacity for ethical decisions and conduct.

ACCN 7110 Auditing (3) - Current professional developments in auditing are examined with particular attention given to the auditor's decision-making process. Fundamental auditing concepts are studied to provide a framework for the development and application of practical audit procedures. *Note: A student who has already taken intermediate accounting as an undergraduate, has a CPA, or has the consent of the instructor may take ACCN 7110.*

ACCN 7120 Advanced Financial Accounting (3) - Prerequisites: ACCN 6010 and ACCN 6020. Advanced and problem areas in financial accounting and reporting are examined. Topics include the equity method of reporting investments, accounting for mergers and acquisitions, consolidated financial statements, accounting for partnerships, foreign currency transactions, and accounting for governmental and other not-for-profit organizations.

ACCN 7140 Advanced Managerial Accounting (3) - Prerequisites: ACCN 6010 and ACCN 6020. The first third of this course expands upon the material covered in ACCN 6020. The remainder of the course is devoted to the study of advanced managerial accounting concepts and their applications.

LGST 7210 Business Law (3) - This course provides an overview of the laws that affect private business relationships, including contracts, torts, sales, negotiable instruments, secured transactions, principle-agency relationships, types of business organizations, antitrust, securities regulation, labor laws, administrative laws, and bankruptcy.

TAXN 7250 Tax Planning for Corporate Decisions (3) - The history of taxation in the United States is traced, including government and court interpretations. Tax treatment of transactions associated with the creation, operation, and liquidation of corporate and partnership entities is analyzed. Emphasis is placed on the motivation of these transactions from the legislative, financial, and managerial viewpoints.

Elective Courses

Accounting and Taxation:

ACCN 7130 Financial Statement Analysis (3) - Prerequisites: ACCN 6010 and ACCN 6020. This course provides an overview of the use of financial accounting information for evaluating past performance and predicting future performance of a company or division. Managerial incentives affecting various accounting and reporting policy choices are considered, as well as the related regulatory and ethical issues. While a significant part of the course centers on estimating the value of publicly-traded common stocks, the techniques covered in the course can be used in many other settings, such as credit analysis, management consulting, and auditing. *Note: Students may not receive credit for both ACCN 7130 and ACCN 7230.*

ACCN 7150 Accounting Information Systems (3) - Prerequisites: ACCN 6010 and ACCN 6020. Concepts of accounting and computer systems are integrated to develop an understanding of accounting information systems. Through extensive use of computer systems, this course emphasizes the development, use, and maintenance of such systems.

ACCN 7200 Accounting Research (3) - Prerequisites: ACCN 6010 and ACCN 6020. This course teaches academic research skills in the accounting arena. It applies economics, finance theory, and quantitative methods to study the use of accounting information. Major topics include the evolution of accounting and finance, fundamental analysis, and practical applications of accounting analysis.

ACCN 7230 Financial Accounting Seminar (3) - Prerequisite: ACCN 6010. This course covers the role of accounting and the accounting profession in the larger context of capital markets and the value of the firm. Financial Accounting Standards Board (FASB) and the Securities and Exchange Commission (SEC) pronouncements are applied to analyze firms, and current issues in the accounting and financial analyst profession are evaluated. This is a practical, hands-on course for future accountants and financial analysts. *Note: Students may not receive credit for both ACCN 7230 and ACCN 7130.*

ACCN 7420 Government and Not-for-Profit Accounting (3) - Prerequisite: ACCN 6010. This course covers generally accepted accounting principles (GAAP) that govern the reporting of assets, liabilities, revenues, transfers, expenditures, gains, losses, and net assets of governmental and not-for-profit entities. Discussion of the theoretical underpinnings of GAAP, as well as the “disconnects” still present in governmental GAAP vs. “for profit” GAAP, will be included in this course.

ACCN 7550 Public Accounting Internship (3) - Prerequisites: ACCN 7110 and TAXN 7250. The busy season internship is a full-time, paid internship with a major accounting firm in the spring semester. Typically, the internship takes place in the city and state in which the student plans to live and work. Students earn three graduate-level credit hours for the internship, which runs from

approximately January 1 through April 15. Because this internship is full-time, students may *not* take course work while participating in the internship. Following completion of the internship, students return to campus for nine credit hours of intensive graduate-level accounting course work until the end of May. The busy season internship provides students with a realistic introduction to the accounting profession. Since seniority in most CPA firms is primarily measured by the number of busy seasons worked, graduates who pursue the internship will have a professional advantage over students who graduated the previous May. Students should seek approval for ACCN 7550 from Professor Beau Parent or Professor Christine Smith.

ACCN 7560 Professional Accounting Internship (1-3) - The corporate accounting internship lasts for at least 10 weeks and includes, but is not limited to, accounting-related functions in industry, banking, hospitals, government, not-for-profit, universities, CPA firms, or service organizations. The corporate internship can be part-time and may be taken at any time after a student begins taking graduate course work. The internship carries responsibilities above entry-level and involves the same difficulty of work and training that any new full-time hire experiences when entering a firm. This internship may sometimes be a paid internship. The student and the firm agree on the schedule of hours, financial arrangements, and field supervision. Students should seek approval for ACCN 7560 from Professor Beau Parent or Professor Christine Smith.

ACCN 7900 (1-3) - Independent study: Accounting.

TAXN 7260 Taxation of Individuals (3) - The federal system of taxation, as it relates to individuals, is examined. The course uses a problem approach, wherein students analyze the facts presented and synthesize rules and concepts in arriving at a solution to individual tax problems. The course is "Code" (Internal Revenue Code) oriented, emphasizing the primary authorities that govern tax matters.

TAXN 7280 Research in Taxation (3) - Specialized methods of tax research and the use of tax materials are covered in this case course. Specific sections of the Internal Revenue Code are examined, including income taxation of individuals, estates, corporations, and partnerships. *Note: Cross-listed with 4LAW 6710.*

TAXN 7290 Taxation of Partnerships and S-Corporations (3) - Partnership tax topics include asset contributions, liability assumption, distributions, operations, transfer of partners' interests, special allocations of tax attributes, partnership interests received for services, special basis adjustments, and analysis of the entity and aggregate approaches found in the law. Also included is a comprehensive study of the law of S-Corporations and how it compares to the law governing partnerships.

TAXN 7920 (1-3) - Independent study: Taxation.

Business and Law:

LGST 7920 (1-3) - Independent study: Business Law.

Consumer Behavior:

Note: MKTG 6010 is a prerequisite for all 7000-level MKTG electives.

MKTG 7100 Consumer Behavior (3) - This course examines how marketing influences the purchasing behavior of consumers. Topics include decision making, low- versus high-involvement learning, consumer perceptions of marketing stimuli, principles of attention and memory, consumer attitude theory, persuasion models, segmentation, positioning, and new product introduction decisions based on understanding the consumer.

MKTG 7110 Marketing Research (3) - Marketing research helps organizations understand their consumers and markets, and is an important input in the formulation and implementation of marketing strategy decisions (e.g., segmentation, targeting, positioning, and marketing mix design). An interaction of marketing management, behavioral sciences, and statistics, this project-based course deals with the collection, analysis, and interpretation of information. It familiarizes the student with important concepts in research, introduces the student to statistical analysis software (e.g., SPSS), and provides some experience with real-world research problems.

MKTG 7120 Sales Management (3) - Marketing is in its essence persuasion. A considerable proportion of this persuasion occurs through salespeople. What salespeople are better at persuasion and what motivates them to perform at peak levels? How do the tasks and supervisors they are assigned to affect salespeople's motivation and ability? Can unethical selling be considered effective? What are the important criteria of effectiveness: sales, profit, job satisfaction of salespeople, better customer relationships? These are some of the questions that will be asked in this class. Cases, lectures, and a simulation game will be the pedagogical tools used to arrive at answers.

MKTG 7130 International Marketing (3) - This course deals with the different stages and challenges of a firm's international expansion efforts. The course is organized around four topics: 1) international marketing in the early stages of a firm's expansion, including analysis and understanding of the business environmental factors (such as cultural, political, and legal issues) that affect marketing decisions; 2) the role of research for growth and for detecting opportunities across markets; 3) the dilemma of product/service adaptation vs. marketing program standardization for consumer/business markets across specific countries; and 4) how to plan, organize, and implement a global marketing program.

MKTG 7150 Brand Promotion Strategies (3) - Brand promotion coordinates advertising, public relations, personal selling, and sales promotion programs for both consumer and industrial goods and services. This course investigates the value and uses of traditional and innovative communication technologies to promotional problems and opportunities at the brand level. Projects include secondary research of the field of brand promotion, weekly reports on students' interpretation of the elements of that field, and the production of a real brand's promotional campaign.

MKTG 7420 Marketing Planning and Implementation (2) - This course focuses on the development of a practical brand plan for an operating organization experiencing opportunities or difficulties in its market environment. The course begins with a theoretical review of marketing's brand-support choices. Then, student teams draw on this information, as well as knowledge acquired from earlier marketing courses, to characterize a real client's internal and external environments. Finally, based on the characterization, student teams develop a coherent brand plan and a set of tactical recommendations based on the proposed plan. The marketing level on which teams concentrate is based on the level of the manager's concern, so that some teams may investigate a global marketing program, while others may concentrate on more concrete areas such as sales management or promotion.

MKTG 7980 (1-3) - Independent study: Marketing.

Energy:

ENRG 7100 Energy Markets, Institutions, and Policy (3) - Prerequisite: FINE 6010. This course covers a range of energy-related topics including major challenges and policy issues facing the industry, history and structure of the industry, company profiles and strategies, energy economics, energy markets, energy regulation, energy technology, and sustainable development. Faculty associated with the Tulane Energy Institute will lecture on the history, structure, and economics of the energy sector and its importance in the growth of modern economies. The course also includes a series of presentations by industry participants including energy economists, sell-side analysts, industry regulators, upstream oil and gas operators, midstream and downstream participants, as well as representatives of the myriad companies that provide services to the direct participants. *Note: This course is required for the energy specialization.*

ENRG 7200 Energy Fundamentals and Trading (3) - Prerequisite or corequisite: FINE 6010 and FINE 7040. The course will cover the fundamentals of energy production, transportation, refining, and the related marketing and trading activities. Structure of physical and financial markets, risk management practices, and portfolio modeling will be covered. The course will include interactive trading in the Freeman School's state-of-the-art trading room, which will focus on the futures market of the New York Mercantile Exchange (NYMEX) to test student-developed trading strategies, mark-to-market models, options, and risk management tactics used in today's fast-paced energy trading environment.

ENRG 7300 Advanced Energy Trading and Finance - Prerequisite: ENRG 7200. The course will cover advanced energy trading techniques, including technical analysis, electronic trading algorithms, and the trading of energy derivatives. In addition, the course will cover the use of energy derivatives in the area of energy finance, valuations, planning, credit, and risk management and will include interactive trading in the school's state-of-the-art trading room.

ENRG 7600 Electricity Markets and Trading (3) - Prerequisite: FINE 6010. This course is an operations management and non-storable commodity trading simulation-based course. Set to the backdrop of deregulated energy markets, students will study market structures, failures, and strategies. The course offers students opportunities to obtain core experiences in negotiation (in real-time trading sessions), communication (in an executive-critiqued investment proposal), and planning/forecasting (in economic optimization exercises). Successful completion of the course provides students essential skill sets for any energy- or commodity-driven business application.

Finance and Economics:

ECAN 7940 (1-3) - Independent study: Economics.

Note: FINE 6010 is a prerequisite for all 7000-level FINE electives.

FINE 7010 Options (1.5) - This course explains what options are and how they are priced. The course begins by explaining the basics of options and arbitrage restrictions on their prices. Topics include pay-off diagrams, put-call parity, and simple trading strategies. Next, the idea of replicating portfolios is introduced and shown to be useful in pricing options. The binomial option-pricing model is developed. Subsequent topics include factors affecting the pricing of options, delta and gamma, risk-neutral pricing, and the Black-Scholes option pricing model for stocks that do and do not pay dividends. Corporate applications of option pricing are also discussed.

FINE 7020 Corporate Financial Policy (1.5) - Corporate financial policy builds directly on the material covered in Financial Management (FINE 6010). The course focuses on the key policy decisions made in corporate finance. Topics include ways to finance a firm's investment; optimal capital structure; cost of capital; factors affecting financing costs; how much, if any, of the firm's earnings should be paid out to shareholders; stock dividends and splits; and the economics of raising external capital.

FINE 7030 Fixed Income Analytics (1.5) - This course examines the pricing and yield determinants of various fixed income securities including treasury bills, notes and bonds, strips, corporate bonds, munis, mortgages, and asset-backed securities. Topics include the term structure of interest rates, duration, convexity, immunization, and the various types of risk that can affect the pricing of fixed income securities. Arbitrage-free pricing methods are explained. The course is designed to give students the quantitative tools they need to evaluate streams of fixed-income cash flows.

FINE 7040 Financial Modeling (1.5) - This course translates textbook finance into a practical set of tools for solving real-world business problems. The course provides a patterned map for solving common financial models with spreadsheets. Each model will be examined and the student will be guided step-by-step through the model, showing how it can be solved in Excel. Areas covered include corporate finance problems, standard portfolio problems, option pricing and applications, duration and immunization, and VaR. Students must have a good grasp of Excel before taking this class.

FINE 7110 Investments (3) - This course focuses primarily on equity investments. It begins by examining the foundations of portfolio theory: risk and risk aversion, wealth allocation, and optimally risky portfolios. Various asset-pricing theories are discussed. The concept of market efficiency is introduced and empirical evidence for and against market efficiency is presented. The course continues with an examination of the theory and practice of portfolio management. Portfolio performance is discussed. *Note: This course is required for students who wish to be invited to participate in the Darwin Fenner Student Managed Fund (FINE 7610).*

FINE 7210 Real Estate Planning, Finance, and Development (3) - This course focuses on the real estate development process including: land acquisition, zoning, environmental impacts, valuation, financing alternatives, risk assessment, construction, management, leasing, and sale. Real estate decision making under changing economic conditions, environmental expectations, and tax legislation is also discussed.

FINE 7310 Cases in Real Estate (3) - This course explores the real estate development process in detail, from inception of an idea through construction completion and property management. Real-life case studies, group discussion, and lectures are the primary teaching methods. Student teams present development proposals at the conclusion of the course.

FINE 7430 Equity Analysis (2) - In this course, students will review the fundamentals of equity valuation, including dividend discount and discounted cash flow models, rational analysis of performance, and evaluating future growth prospects. The course provides students with a valuable opportunity to gain hands-on experience in equity analysis by participating in Burkenroad Reports. Student analysts work in small teams, meeting with top management, visiting company sites, conducting financial analysis, and preparing a 12- to 24-page investment research report on selected under-followed companies in the region. Students also participate in the Burkenroad Reports Investment Conference held each spring.

FINE 7600 Valuation and Financing Enterprises (3) - Prerequisites: FINE 7010, FINE 7020, and FINE 7040. This course studies advanced corporate valuation using discounted cash flow, comparables, and option techniques. Steady state valuation is followed by valuation when leverage is planned to rise then recede over time to a target level, as occurs in buyouts, takeovers, defensive repurchases, project finance, and other HLTs. Additional understanding of valuation in an international/cross-border setting is then pursued. Valuation in a project finance setting is also examined. Financing topics are interspersed, using equity, bank debt, complex debt, and hybrid securities. Lectures, mostly on valuation, and classes devoted to Harvard Business School cases focus on valuation of new investment, mergers, acquisitions, divestitures, LBOs/MBOs, IPOs, and projects with cross-border or emerging market elements.

FINE 7610 Darwin Fenner Student Managed Fund (3) - Prerequisites: FINE 7010, FINE 7020, FINE 7040, and FINE 7110. This course combines academic study with actual investing. As part of the course, students manage a portfolio of stocks called the Darwin Fenner Student Managed Fund. State-of-the-art academic research papers and classic writings that have significantly influenced equity investing are studied. Through reading and discussing these papers, students develop a critical thinking process and proprietary investment models. Working in groups of three, students analyze all S&P 500 stocks in their assigned sector and give a “buy” or “do not buy” recommendation for each. Teams also evaluate the current portfolio holdings in their sector and make a “sell” or “hold” recommendation for each stock. The historic performance of the Darwin Fenner Student Managed Fund is also evaluated. *Note: Students must apply for enrollment in this course.*

FINE 7690 Topics in International Finance (3) - This course provides a good understanding of the basic principles of international finance. These principles are reinforced through an ongoing study of the international transition to a market economy. A framework will relate the concepts of international financial markets, international financial risk and its management through various financial instruments, and international financing of corporations. *Note: This course is typically offered in conjunction with the Summer Abroad Program.*

FINE 7950 (1-3) - Independent Study: Finance.

Information Systems and Statistics:

INFO 7100 Modeling in Excel and VBA (1.5) - This course covers the use of Excel and the programming language VBA (Visual Basic for Applications) within Excel for obtaining, managing, and processing information. Students will use these tools to implement decision support models. The course includes hands-on exercises and a final project in which students design a database management system to manage a business activity within an organization.

INFO 7880 (1-3) - Independent study: Information Systems.

STAT 6110 Econometrics (3) - This course develops the necessary skills that allow the student to apply statistical methods to economics and finance. It covers all basic as well as some advanced concepts in econometrics. The material is concerned with developing techniques that can be used to estimate economic relationships, compare economic theories with facts, test hypotheses about economic behavior, and forecast economic variables. While the material is quantitative in nature, the course also emphasizes the practical application of economic methods. Throughout the course, students will learn to use statistical software packages, a must for the practicing econometrician. This knowledge will be applied in class examples and homework assignments related to the field of finance. Students will also work on a longer-term research project that is due at the end of the semester. The objective of the project is for students to apply the techniques of the course to an area of their interest.

STAT 7970 (1-3) - Independent study: Statistics.

Management:

MGMT 6270 Internship (1) - Prerequisite: Completion of knowledge core courses or consent of the instructor. In this course, students will apply the intellectual capital obtained from core courses in a real business organization. The objectives of the course are to help the student integrate the concepts presented in separate functional area courses, to allow the student to experience how academic concepts are adapted to fit the realities of a particular business context, and to help the student understand how his or her academic training can help the organization. *Note: MGMT 6270 does not count toward degree completion.*

MGMT 7100 Corporate and Cooperative Strategy (3) - Prerequisite: MGMT 6210. This case-based course prepares students to make sound corporate strategy decisions. Corporate strategy involves defining the firm's scope in terms of geography, markets, technology, and levels of integration. The desired changes in the scope can be achieved through several important tools of corporate strategy, including acquisitions, alliances, and internal development. The course takes an in-depth look at the strategic decisions that can maximize the value-creation potential of the M&A, alliances, and interorganizational networks. The course requirements include a term project that allows each student to focus on the aspects of corporate strategy that interest him or her the most.

MGMT 7110 Negotiations (3) - Prerequisite: MGMT 6210. The behavioral processes and phenomena that are inherent in virtually all types of negotiations are explored. Emphasis is on systematic preparation of a negotiating strategy. In-class exercises, role plays, and simulations are used by students to test their strategies and tactics.

MGMT 7120 Competition and Strategy (3) - Prerequisite: MGMT 6210. Analytical tools are presented for formulating competitive strategies. In-depth analysis of several industries and competitors is undertaken to help predict competitors' behavior and future industry evolution. Additional considerations include how government, technology, and other environmental factors affect competition. This course also provides analytical approaches to examine the corporate strategies of diversified firms. The principal focus will be on high technology industries and services.

MGMT 7150 Environment, Society, and Capitalism (3) - Prerequisite: MGMT 6210. This course takes a strategic planning perspective to investigate environmental management issues in the context of assessing and responding to competitive and social forces. This course examines a serious challenge to corporations competing in the global economy: how to maximize profitability and production in such a way that will allow the planet to support operations indefinitely. Emphasis will be on the company's ability to use both traditional management concepts and new sustainability practices to build and sustain a competitive advantage. Students will learn how an enterprise can meet sustainability goals while still fulfilling its financial and market objectives.

MGMT 7210 Management of Technology and Innovation (3) - Prerequisite: MGMT 6210. Maintaining or creating a competitive advantage requires innovation in process and product technologies. In many industries, top companies in one decade are struggling or absent in the next due to an inability to deal effectively with innovation development. In many cases, top companies fade from prominence due to an inability to anticipate or adjust to the introduction of disruptive technologies by other firms. In this course, frameworks and tools for managing technology advancement are introduced.

MGMT 7250 Strategic Human Resource Management (3) - Prerequisite or co-requisite: MGMT 6110. This course develops an understanding of how human resource management influences organizational success, how human resource strategy should align with the strategic goals of an organization, and how general managers acquire the skills needed in order to successfully manage

human resources. This course will draw on economics, psychology, sociology, and legal issues to inform students about recruiting, selecting, training, placing, compensating, and managing employees in order to develop and maintain a highly committed and high performing workforce. Students will engage in a variety of exercises and projects which require the application of course material.

MGMT 7320 Executive Leadership (3) - Prerequisite: MGMT 6210. This course provides an opportunity to explore leadership from the point of view of a senior business executive. The starting point will be a set of leadership challenges that are currently faced by business executives. Examples include responding to a business crisis, leading an integration following a merger or acquisition, making a highly consequential strategic decision, implementing a workforce reduction, finding value from diversity and inclusiveness, creating a change in operating culture, accessing a new foreign market, and negotiating the sale of a company. Students will work in teams to develop a response to their assigned challenge. Students will present their response to the class and receive feedback from the professor, their peers, and executive leaders who have actually faced that specific situation. In addition, throughout the course, perspectives on leadership from research and academic frameworks are analyzed. This approach puts students “in the trenches” and develops a practical understanding of the functions of executive leaders.

MGMT 7430 Strategic Consulting (2) - Prerequisite: MGMT 6210. Strategic consulting aims to prepare students for internal and external management consulting positions. The topics include industry analysis, consulting skills development, consultant-client relationships, stages of consulting (contracting, data collection and diagnosis, feedback and the decision to act, developing client commitment, implementation, results, and accountability), ethics of consulting, differences between internal and external consulting, understanding resistance, managing meetings, project management, and management of consulting firms.

MGMT 7690 Topics in International Management (3) - This course studies international business by focusing on the recent changes that have occurred in the area and changes that are occurring now. The history, current political/economic events, and several industries of the region are studied from a global perspective. Students have the opportunity to meet with top executives and government leaders and discuss current situations. *Note: This course is typically offered in conjunction with the Summer Abroad Program.*

MGMT 7910 (1-3) - Independent study: General Management.

MGMT 7930 (1-3) - Independent study: Organizational Behavior.

Every effort has been made to include an accurate description of the course offerings for the 2010-2011 academic year. The Freeman School’s offerings are however, subject to limited changes after this handbook goes to press.

IX. APPENDICES

- a. Louisiana CPA Examination Requirements
- b. MACCT Program Values and Professional Standards
- c. Norms and Expectations
- d. AACSB Standards for Individual Faculty and Student Educational Responsibilities
- e. Unified Code of Graduate Student Academic Conduct
- f. Tulane University Code of Student Conduct
- g. Procedures on Grade and Other Academic Complaints
- h. Equity and Harassment Policies and Procedures
- i. Student Guide to Computing Services
- j. Information Technology Acceptable Use Policy
- k. Media Services Student Policies
- l. Career Management Center (CMC) Student Code of Ethics
- m. CMC No-Show Policy
- n. Services for Students with Disabilities
- o. Confidentiality/Privacy for Students
- p. Places and Things to Know

a. Louisiana Certified Public Accountant (CPA) Examination Requirements

The State Board of CPAs of Louisiana details the requirements to sit for the uniform CPA examination in the state of Louisiana.

Louisiana CPA candidates must have:

- A baccalaureate degree,
- Completed 150 semester hours of college credit,
- Completed 24 undergraduate semester hours or 21 graduate semester hours of specific accounting courses, and
- Completed 24 undergraduate semester hours or 24 graduate semester hours of business courses (including an acceptable business law course). The last two requirements are detailed below.

	Semester Hours Required	
	<u>Undergraduate</u>	<u>Graduate</u>
Accounting required courses:		
Intermediate financial accounting	6	3
Cost	3	3
Income tax	3	3
Auditing	3	3
Sub-total above	<u>15</u>	<u>12</u>
Accounting elective courses:		
Advanced financial accounting or not-for-profit (or government) accounting/auditing theory	3	3
6 semester hours in accounting above the basic and beyond the elementary/principles level	<u>6</u>	<u>6</u>
Total accounting semester hours for CPA exam	<u><u>24</u></u>	<u><u>21</u></u>
Business courses (other than accounting):		
24 semester hours, including at least 3 semester hours in commercial law as it affects accountancy	24	24

For additional information on CPA requirements in Louisiana contact:

State Board of Certified Public Accountants of Louisiana
601 Poydras Street, Suite 1770
New Orleans, LA 70130
(504) 566-1244

Or visit the Louisiana State Board's website at <http://www.cpaboard.state.la.us> and click on "CPA Exam."

For more information about CPA exam requirements in states other than Louisiana, contact the state board located in the state in which you intend to practice. A directory of state boards is available at <http://www.aicpa.org/advocacy/state/statecontactinfo>. Click on the state in which you intend to practice for a directory of pertinent organizations.

Please consult with a MACCT faculty advisor to ensure that your MACCT curriculum will satisfy the educational qualifications to sit for the CPA exam in the state or states in which you plan to practice—a requirement for the MACCT degree.

For additional information on the CPA exam, visit <http://www.cpa-exam.org/>.

b. MACCT Program Values and Professional Standards

Program Values:

Achieving a productive living and learning environment requires that all members of the business school community exercise due respect for the basic rights of one another. This statement reflects this important principle.

The Program Values Statement:

To foster an appropriate living and learning culture, students, faculty, and staff:

- Value differences and respect each other's abilities.
- Promote effective teamwork.
- Expect academic honesty.
- Support each other's successes.
- Help each other attain personal and professional objectives.
- Hold each other accountable for decisions made and actions taken.

Professional Standards:

Our professional standards provide a guideline for basic professional behavior by students, faculty, and staff inside and outside the classroom, and directly reflect the values above.

Fundamental to the principle of independent learning and professional growth is the requirement of honesty and integrity in the conduct of one's academic and non-academic life.

This community is committed to creating an environment in which every individual can work and study in a culture of mutual respect. When making individual decisions we must keep in mind the interest of the many other stakeholders. Consistent with the general goal of mutual respect, faculty, students, and staff are reminded to demonstrate:

- On-time arrival to classes and presentations, with uninterrupted attendance for the duration.
- On-time initiation and termination of classes and presentations.
- On-time submission of course work and exams.
- Maintenance of a professional atmosphere. This includes, but is not limited to:
 - Using respectful comments and humor;
 - Employing appropriate manners and decorum, especially when food and drinks are served;
 - Wearing attire that is appropriate for a professional educational environment;
 - Observing appropriate copyright laws;
 - Utilizing computers and technology suitably (e.g., silencing wireless devices, no web-browsing or e-mailing); and
 - Refraining from distracting or disrespectful activities (e.g., avoiding side conversations and games).
- Fulfillment of engagements with recruiters and speakers, or timely notification of cancellation.
- Courtesy towards all guests, hosts, and participants at any activity associated with the community.
- Observance of the most conservative standards when one is unsure about which norms apply.

These points offer specific illustrative examples to encourage broader reflection of each individual's impact on, and responsibility to, the community.

Upholding these expectations and the standards upon which they are based is a shared right and responsibility for all faculty, students, and staff at the Freeman School. As a learning and professional community, we seek and deserve no less. When an individual has failed to maintain these standards, the school, through the Office of the Dean, may take appropriate action to preserve the integrity of the business school community. These actions may include dismissal from the graduate program.

c. Norms and Expectations

Name cards:

Students are required to display their name cards during class in all business school courses.

Computers in the classroom:

Computers are to be used for class-related purposes only; professors will specify when they can be used.

Cell phones:

Professors and students will turn off all cell phones, pagers, and beepers at the beginning of each class and keep them off for the duration of the class.

Copyright laws:

Students are expected to observe copyright laws, which include not reproducing copyrighted material such as case materials and book chapters.

E-mail:

Professors will use Tulane e-mail accounts to communicate with students. Students are responsible for checking this e-mail account daily when classes are in session.

Class attendance and punctuality:

Professors expect on-time arrival to classes and presentations, with uninterrupted attendance for the duration of the class.

Turning in work:

If work is turned in late, the professor has the discretion to not accept it or to assign a grade penalty.

Final exam attendance:

Non-emergency reasons for missing final exams must be approved by professors during the first week of classes.

Videotaping classes:

Videotaping a class requires approval in advance by the professor.

Attire:

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

Food:

No food is allowed in the classroom during class time; any drinks brought in to class must be in a container with a lid.

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

Discuss grades and other class-related matters with professors either after class or during office hours. Please approach professors first with any issues and class-related questions *before* bringing the matter to the attention of others.

d. AACSB Standards for Individual Faculty and Student Educational Responsibility

Individual teaching faculty members:

- Operate with integrity in their dealings with students and colleagues,
- Keep their own knowledge current with the continuing development of their teaching disciplines,
- Actively involve students in the learning process,
- Encourage collaboration and cooperation among participants, and
- Ensure frequent, prompt feedback on student performance.

Individual students:

- Operate with integrity in their dealings with faculty and other students,
- Engage the learning materials with appropriate attention and dedication,
- Maintain their engagement when challenged by difficult learning activities,
- Contribute to the learning of others, and
- Perform to standards set by the faculty.

e. Unified 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 to, but is not limited 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 I – 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.RISK., 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://tulane.edu/studentaffairs/studentguide.cfm>). Allegations of research fraud shall be addressed under Tulane University’s fraud in research policy (<http://tulane.edu/studentaffairs/studentguide.cfm>). All other policies regarding student life (e.g., alcohol policy) are covered under the Code of Student Conduct (<http://tulane.edu/studentaffairs/studentguide.cfm>).
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 student 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 proceedings 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 regulation. 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 three (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.

f. 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 the 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 grounds 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.
 - Any person who disrupts a hearing may be excluded from the proceedings.
 - All hearings of a Hearing Board will be tape recorded by, and only by, the chair.
 - All parties and witnesses shall be excluded from the hearing during Board deliberations. Board deliberations will not be tape recorded.
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 at 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 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 grounds 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 approves the recommended changes.
- C. The Vice President for Student Affairs forwards the changes along with the endorsement from SACS to the Provost for review.
- D. Final approval of the revised Code is granted by the President's cabinet.

The Code of Student Conduct applies to the 2010-2011 academic year and is 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.

Refer to <http://tulane.edu/studentaffairs>, under Policies and Procedures, for more information.

g. 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 2010-2011 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.

h. Equity and Harassment Policies and Procedures

Refer to <http://tulane.edu/studentaffairs> 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.

i. Student Guide to Computing Services

This document describes the computing facilities that are available to the students of the A. B. Freeman School of Business. Computing labs, access, software, and printing are discussed, as well as electronic mail use and general policies.

Information Systems Support:

Wayne Dolese
G/W I 201D
wdolese@tulane.edu

Kevin Ammentorp
G/W II 1114
kammen@tulane.edu

Jason McFarland
G/W I 201D
jmcfar1@tulane.edu

Jean Mouton
G/W I 360
jmouton1@tulane.edu

LAN Administrator:

Michael Harrison
G/W I 361
mharris3@tulane.edu

Web Administrator:

Alicia Gillentine
G/W I 358
alicia@tulane.edu

Director of Information Technology:

Tom Gerace
G/W I 351
tom@tulane.edu

Web Communications Assistant

Amanda LaBella
G/W I 359
alabella@tulane.edu

Management Technology Center:

The Management Technology Center (MTC), located in Rooms 120 and 201B in G/W I, provides computer equipment and software for use by Freeman School students. The MTC in Room 201 is equipped with 50 Pentium-class multimedia workstations. Room 120 has 18 Pentium-class multimedia workstations. All of the computers are networked, providing access to the Freeman School's internal Windows network, Tulane's RS/6000 systems, and the Internet. High-speed Hewlett-Packard Laserjet printers provide high-quality output for all lab machines.

Hours of Operation:

Sunday through Thursday – 8 a.m. to midnight

Friday – 8 a.m. to 10 p.m.

Saturday – 8 a.m. to 10 p.m.

Holiday and special hours are posted in the labs and on the Freeman website.

Access:

Access to the MTC is restricted to currently-enrolled Freeman students. The magnetic card reader is programmed to admit students holding ID cards from the lab's opening time until 15 minutes before the posted closing time. Keep your card with you and do not give your card to roommates, significant others, etc. The MTC is a limited resource; if you make it available to everyone you know, it may not be available for you when you need it.

Access to the computers in labs is limited to currently-enrolled students in the Freeman School by use of network login names and passwords. You are responsible for your network account. Please do not give your login name and password to anyone.

Printing is accounted for by login name. You are responsible for all pages printed using your network account. Remember to logout of the system when you leave the computer. If the computer is unattended while you are logged in, anyone can use your account to print.

Use of the MTC is restricted to posted hours. Hours may vary during university holidays, between semesters, and summer. Please leave promptly at closing time; no one is permitted to remain after closing time. Since the computer labs have alarm systems, campus security will be summoned if anyone is in the labs during closed times.

You are responsible for your personal items. Items left in the MTC will be placed on the student consultant's desk and then brought to lost-and-found in Room 411, G/W I, the next business day. Please be sure you leave with everything that you arrived with.

Please restrict your use of cell phones to outside the lab. Talking on cell phones is disruptive to students at workstations around you.

Software:

The MTC has all software that is required to complete class assignments. Special data files may be available on the network; your instructor will tell you where the files reside.

You are expected to provide your own disks, other removable media, or headphones. Information systems staff does not have these items to sell or loan. All are available for purchase in the bookstore at the Lavin-Bernick Center.

Please note that in an effort to keep the lab computers operating smoothly we cannot allow personal software to be installed on the machines. Also, to reduce wear and tear on the computers we cannot allow equipment to be connected to the machines in the labs. If you require special software or hardware in order to complete your class assignments, please contact the director of information technology or the LAN administrator well in advance of the time that you will need such software or equipment.

Please note that it is a violation of U. S. federal copyright laws to copy licensed software. Shareware or public domain software will be labeled as such; only these software are allowed to be copied. Please do not copy software or ask for assistance in doing so.

Staffing:

Students from the Freeman School and elsewhere within the university staff the MTC. Student consultants provide basic assistance with the operation of the equipment and supported software packages; they are not present to help with course assignments. Some courses provide teaching assistants to help with course assignments and specialized software packages; please ask your instructor. Due to the large number of software packages used in the labs, technical support may be basic on some of the less popular or specialized packages.

Additional assistance is available from the Tulane Infrastructure Services Help Desk, Monday – Friday, 8:30 a.m. to 5 p.m. The Help Desk telephone number is 504-862-8888.

Computer Usage and Network Storage:

The computers in the MTC are available for use on a first-come, first-served basis. There are no exceptions to this policy. The machines are not to be used for game playing, as this restricts use by others who may have school work to do. Students found to be playing games will be asked to leave so that others may use the computers to complete academic assignments.

Each student is given 250 MB of disk storage (home directory) on the network. Please note that the storage of excessive amounts of music, movie, and graphics files is prohibited, as these files consume a large amount of disk space because of their size. File storage is reviewed daily, and these types of files will be removed. You should use high capacity removable storage such as zip disks for your graphics, music, and movie collections.

Although user data files on the network are backed up, you should copy important documents to a flash drive as a personal backup.

Shared Directory:

The S: drive, a shared directory, is available for short-term storage of files for group work. All files on the shared directory are removed on the first day of each semester and on June 1 after the spring semester. Space usage is reviewed daily; large files, especially image, music, or movie files, will be removed without warning.

Laser Printing:

Complying with campus-wide laser printing policies, there is a per-page charge for laser printed output. This charge is imposed to discourage waste and save resources. Complete information about laser printing charges can be found in the computing section of the Freeman website at <http://freeman.tulane.edu>.

Please discourage wasteful printing by checking your documents carefully, printing only one copy, and printing only when necessary.

Electronic Mail:

The Freeman School uses Tulane's university-wide mail system for both internal and Internet electronic mail. E-mail access is available on all computers in the MTC and electronic classroom. Configuration information is posted in the announcements section of the Freeman Information Technology home page, located on the Freeman School's official website at <http://freeman.tulane.edu>.

You are issued a mail system user account and password upon confirmation of your offer of admission, separate from your Freeman School network account and password. Your Internet address is yourlogin@tulane.edu. Mail accounts are provided by Tulane Infrastructure Services; assistance is available from the Tulane Infrastructure Services Help Desk, Monday - Friday, 8:30 a.m. to 5 p.m. The Help Desk telephone number is 504-862-8888.

Save Your Work:

Save your work frequently! Save often when you are working on a document, spreadsheet, or any other important work for extended periods of time. Interruptions, mistakes, and power outages can cause your hard work to be lost in a second.

You should always make backup copies of your work.

Plan ahead! The MTC gets very busy at mid-term and before final exams. Complete your assignments as soon as possible. Check your account balance for printing before weekends. If you use all of your laser account pages during a weekend, you will have to wait until Monday to purchase additional pages.

Computer Purchase Advice:

The information systems support staff are ready to help you with your pre-purchase computer questions. Advice on buying new systems or upgrading older ones is available at any time.

Purchasing Software:

Students can take advantage of educational discounts on popular software packages through the university. See the “Software” page on the university’s website site at <http://tulane.edu/tsweb>.

Virus Protection:

All MTC computers are equipped with virus-protection software. This software scans the hard disk and diskettes. If an infected disk is found, you will be informed and given the option to disinfect the disk. It is a good idea to scan your disks regularly whether or not you suspect a virus. If you have any questions about computer viruses you can consult one of the many online information services such as the Virus Information Library at <http://www.mcafee.com>, or ask a member of the information systems support staff.

Tulane has a site license agreement for the McAfee virus protection software, making the product available to students, faculty, and staff. Details are on the Freeman Information Technology home page. The product is available from <http://tulane.edu/tsweb>.

Account Duration:

Your Freeman network account will remain active and available for your use as long as you are a registered student in the Freeman School. Accounts are removed from the system and are no longer available for use:

- After you graduate and are not registered in any further classes, or
- Upon your leaving the school before graduating.

Each summer, after spring commencement, accounts of graduated students are suspended on June 1. Accounts are removed from the system on July 1 (including all associated files in network storage).

Each spring, after fall commencement, accounts of graduated students are suspended on January 2. Accounts are removed from the system on February 15 (including all associated files in network storage).

The current policy for Tulane mail accounts is to remove accounts of graduated students one year after graduation. Check with Tulane Infrastructure Services for changes to this policy.

Alumni E-mail for Life:

Tulane's alumni affairs department offers an "e-mail for life" service that provides you with a memorable address that you can use after leaving the university. Different from an e-mail service, the address will forward all incoming mail to your preferred e-mail account. Visit the alumni affairs website at <http://tulane.edu/alumni/emailforlife.cfm> for more information.

j. Information Technology Acceptable Use Policy

The Freeman School 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 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 computer and network resources are available to all business students, faculty, and staff. Because many individuals 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 that 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
- Using excessive amounts of disk space for non-academic files
- Using excessive amounts of network bandwidth (for example, by running programs such as the Napster or Scour file transfer programs)
- 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 e-mail systems. Users of the Tulane e-mail system are bound by its policies which are documented in Tulane's Policy on Use of Computers and Networks. Users of corporate e-mail systems should also be aware of their respective policies.

Users do not wish to receive mass e-mails that contain inappropriate, frivolous, or inflammatory information. You should respect the desire of others to be protected from such undesirable e-mail 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 e-mail 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 e-mail groups
- 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 e-mail "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 is not a publisher of material which becomes the subject of electronic mail messages. The Freeman School 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 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 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.

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.

Accountability

The Freeman School 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.

k. Media Services Student Policies

Room 261, G/W I

8 a.m. - 10 p.m. Monday - Friday

(The office door locks at 5 p.m. daily. Workers will be in the building during office hours, but may not be in the office.)

8 a.m. - 6 p.m. Saturday - Sunday

Phone number: 504-865-5670

Staff:

William Hydrick, Director

Mike Ougel, Assistant Director

Sarah Hava'Valley, Producer

Purpose of Media Services:

Media services provides audio/visual (A/V) support to the students, faculty, and staff of the Freeman School.

Equipment Policy:

Media services operates on a first-come, first-served basis; there are no exceptions to this policy.

Media services maintains a variety of A/V equipment for use by students in the completion of class assignments. Equipment is available to Freeman students who comply with these guidelines.

Media services functions through the scheduling of student A/V technicians and therefore relies on advanced planning for the scheduling of services. To facilitate this scheduling, always try to reserve equipment at least seven days in advance. Weekend reservations must be made no later than Monday afternoon. Reservations submitted less than 24 hours in advance will not be honored. In order to reserve equipment, you must personally come to the Media Services Office and complete a Media Services Request Form. All requests are processed in the order in which they are received. In most cases, your reservation can be confirmed at the same time you submit it; but, at busy times, it may be necessary for you to check back later.

All A/V equipment is property of media services and may not be taken away from the Goldring/Woldenberg Complex without specific permission of the director.

Remember, lack of planning on your part does not constitute an emergency on the part of media services.

Multimedia Classrooms:

All nine classrooms in Goldring/Woldenberg Hall I are equipped with a ceiling-mounted projector and an HP computer with a DVD-ROM. All systems have the most recent version of Microsoft Office installed. Classrooms in Goldring/Woldenberg Hall II have similar but more advanced equipment. All computers have access to the building network and the Internet. If you need access to software not available on the network, please consult with Wayne Dolese in the Management Technology Center to ensure that software you may require for your presentation is on the computer. Each room is also equipped with a combination Stereo DVD/VHS videocassette and a Remote Point Navigator (for use with PowerPoint).

In addition, the following equipment can be interfaced with the video projector and room sound system. This equipment requires additional setup time.

- A DVCAM videocassette recorder with stereo capability.
- An audio cassette player.
- A wireless lavalier microphone.
- A slide projector capable of projecting 35mm slides through overhead video projection.
- A Wolfvision Document Camera capable of projecting printed material through overhead video projection.
- Your laptop computer via VGA cables. Note that Macintosh computers require a special adapter to connect to the VGA input. This adapter is your responsibility and not available through media services.

An overhead transparency projector is also available in every classroom.

IMPORTANT NOTE: *Use of equipment in classrooms requires a prior room reservation. To reserve equipment you must have either a valid class number or a reservation reference number. Classroom requests without this information will **not** be processed.*

Mobile Equipment:

Additional A/V needs will be met with mobile equipment. Mobile equipment available through media services includes:

- A VHS videocassette player with a 25" color monitor is available for most classrooms.
- A wireless mouse & keyboard can be checked out with your student ID.
- A PD-150 DVCAM video camera is available for check-out in the completion of class assignments. Students wishing to check-out this camera must complete a brief instruction class before using this device.
- A 35mm slide projector is available. Included with the projector are a remote control unit and carousel. Keep in mind you may need to view and/or organize your slides before your presentation. Make these arrangements at the time of your request.
- A conference speaker phone is available for use in conference rooms and some breakout rooms (G/W II only).

Classroom Video Recording Services

Cameras are available to videotape professor and student classroom presentations. If the lecturer is a guest, please obtain a release form from media services and have it signed by the speaker. The purpose of classroom taping is to provide an historical record of a speaker or presentation. It is not an excuse to miss class. **All requests for classroom taping must be submitted by the instructor and approved by the director.** All classroom video is shot in DVCAM professional videotape format and then converted to DVD. Only media services technicians are allowed to operate the equipment.

Studio Video Recording Services:

Many professors require a recorded presentation as part of your final grade. A two-camera color television studio is available for this purpose. Coordinate with your professor and media services to schedule a shoot time. Only those people directly involved in the presentation will be allowed in the studio; however, the viewing room may be used to observe ongoing productions. Studio presentations may be recorded on DVCAM and then converted to VHS tape or DVD. Since these presentations are graded and hold a direct bearing on your final course performance, scheduling the shoot at least seven days in advance is advised.

Videotape Viewing:

VHS videotape and DVD viewing is available in the Turchin Library during regular library hours. Most classroom presentation tapes required for viewing are placed on reserve within 24 hours of their recording.

Tape Editing:

Limited digital non-linear editing is offered through media services. Students wishing to use this service must schedule an appointment with Mike Ougel to discuss the project and time commitments required for completion. All edited projects must be shot on DV or DVCAM tape. A small DVCAM camera is available for student check-out with your ID. Students planning on using the camera must schedule an appointment for training on the equipment PRIOR to its use. The costs of tape used will be the responsibility of the student.

TargetVision System

Media services operates a number of video bulletin boards throughout the Freeman School. Known as TargetVision, faculty, staff, and students may use these monitors to post messages for the school's benefit, provided they meet the following criteria:

- Only noncommercial announcements will be accepted. This does not preclude programs or events at which an admission fee will be charged (e.g., a TUCP movie with an admission fee is acceptable but an announcement about a car for sale is not).
- All requests MUST have a kill date. Requests without a kill date will run for no more than seven days.
- Announcements can be scheduled in advance but should run for no more than 30 days (e.g., a program that will run in January could be submitted in August but should only run the 30 days prior to the event). Use the start date and kill date boxes to determine the run dates.
- The system is capable of displaying a variety of graphic formats. Graphics should be submitted on a PC readable disk. Once the graphic is submitted, it will remain available for future use on the system.
- The message content may be edited by the media services staff in order to meet formatting requirements. This editing will be done at the discretion of media services and without notice to the person submitting the request.

To post a message, a Message Request Form must be completed. Media services reserves the right to make changes to any message in order to meet formatting requirements.

Emergency messages can be posted on the TargetVision system. The nature of an emergency message shall be made at the sole discretion of the director of media services.

I. Career Management Center (CMC) Student Code of Ethics

The CMC Student Code of Ethics is intended to provide a framework for establishing the professional relationships between students, the CMC, and prospective employers involved in the career planning and recruiting process. Students are expected to treat all employers and members of CMC staff in a professional and courteous manner.

All students are responsible for adhering to the code of ethics and conducting their job search in an ethical fashion at all times. Students understand that failure to do so may result in loss of CMC privileges. When registering for CMC services, students acknowledge and accept the CMC Student Code of Ethics. When in doubt, students should seek the assistance of the CMC to ensure that their choices are consistent with these standards before a decision is made.

Ethical and Behavioral Expectations Regarding:

Submission of Information

- Students grant the CMC permission to release their information to prospective employers in printed format, electronic format, or via the Internet as indicated on the release statement in the registration information.
- Students certify that the information furnished to the CMC on their resume and in their registration information is correct and that it is their responsibility to keep that information updated with the CMC.
- Students understand that furnishing false information is a violation of the Code of Student Conduct and they can be blocked from CMC services until the information is corrected. They also understand they may be subject to disciplinary action, including expulsion or being prohibited from using CMC services.

Events

- Students are expected to attend events for which they have signed up. Student confirmations of attendance help employers plan their visits. Student no-shows for events can result in companies canceling campus interviews. Students should arrive on time and be dressed appropriately.

Interviewing

- Out of respect for their classmates, students are expected to conduct themselves with professionalism, honesty, and decorum throughout the interviewing process.
- Scheduling an interview is a formal commitment between you and the employer. You will be considered a no-show if you do not appear for your interview and do not call to cancel at least 48 hours prior to your interview.
- Students should promptly acknowledge invitations for office visits – scheduled visits to a company’s place of business – to indicate whether they accept or reject these invitations.
- Do not treat recruiters as “practice interviewers.” It is unfair to students who want the position and to the company that is expending considerable resources to recruit qualified, interested candidates. The CMC staff can do mock interviews for your practice.
- Recruiters expect candidates to make an earnest effort to learn about the company prior to their interview. Failure to do so demonstrates the candidate’s lack of interest and reflects poorly on all students.

Accepting Internship/Job Offers

- It is crucial that students respond to every offer in writing, whether they accept or reject it.
- Students may **not** back out on an accepted offer. They must honor the acceptance of an offer as a binding agreement with the employer. It is unacceptable to continue interviewing and making office visits after accepting an offer.
- If there are any questions about the timing of your response or concerns about an employment decision, students should seek the assistance of a CMC staff member to help think through the issues.
- A student must report their internship or job acceptance through the CMC. Accurate and timely reporting of offers helps the Freeman School in the ranking surveys which ultimately affects all students.

m. CMC No-Show Policy

Few actions are as damaging to the relationship between universities and recruiting companies than a student no-show for a scheduled event or interview. Any no-show from you may result in suspension from CMC services or further interviewing. Depending on the reason, this suspension may be either temporary or permanent.

No-Show Notification:

The no-show policy will be enforced if you confirm, but do not attend, any of the following activities:

- practice interview or other scheduled training session
- company presentation, pre-night presentation, speaker program, or information session
- company site visit arranged by the CMC, *e.g.* Freeman Days events
- scheduled appointment with CMC staff
- scheduled interview with a recruiter

A cancellation from you less than 48 hours before an event will still result in a no-show.

You will receive an e-mail notifying you of the missed interview on the date of the interview or event. The e-mail will contain instructions on resolving the no-show issue. Follow these instructions. You must respond within three business days of receiving the e-mail or your interviewing privileges will be suspended immediately until further notice. Contact the CMC to clarify any issues.

Required Student Response:

Respond to the e-mail you receive with an explanation to the CMC as to why you missed the interview. Using MS Word, attach an apology and explanation to the recruiter. Both of these documents must be professionally written with good grammar and no typographical errors. If you need to support your explanation, bring any required documentation, *i.e.* health services proof, receipt for mechanical work, funeral notice, etc. to the CMC within three business days after the no-show occurrence.

Review of the No-Show Response:

Within three business days of receiving your response to the no-show e-mail, the CMC will send you an e-mail with your no-show status. If your submitted materials are in review, your privileges are still in force. If your submitted materials are unacceptable, you will have one business day to correct the problem. If no materials are submitted, there will be an immediate suspension of all your

privileges in using CMC services. The final resolution of the no-show will be within five days of the review of materials.

Resolution will result in one of the following:

- No-show will be excused and your record noted
- No-show will be noted with privileges restricted
- No-show will be unexcused, noted, and use of CMC privileges will be suspended for a given period of time
- No-show will be unexcused, noted, and use of CMC privileges will be suspended permanently

You will have three business days to appeal the resolution decision to the associate dean of the Freeman School.

Permanent Suspension of Privileges:

The following actions may result in permanent loss of interviewing privileges with the CMC:

- blatant disregard for policies and practices
- rude and unprofessional interview behavior
- failure to respond to no-show notification
- failure to complete no-show policy requirements
- missing a scheduled interview a second time (receiving a second no-show notification)

Implications of No-Show:

Any failure to show up for a scheduled interview in the CMC reflects poorly on the reputation of Tulane University, the Freeman School, the CMC, faculty, and students. It is not uncommon for employers to talk among themselves and share information. Your failure to show up demonstrates your inattention to detail and is detrimental to your job skills. A no-show with one company could decrease your chances of being hired by another company or cause the company to question whether they want to recruit Tulane University students. If you do not show up for an interview, you have eliminated another student colleague from a possible interview slot.

Emergency Situations:

Be honest. Make sure it is a true emergency and not just an inconvenience for you. If it is truly an emergency, call the CMC (504-865-5417) at once to notify staff of your situation. Follow up by e-mailing careers@tulane.edu so there is a record of your notice. Check your e-mail for the no-show notification e-mail and complete the process to ensure your CMC privileges are maintained.

n. Services for Students with Disabilities

Tulane recognizes that a growing number of people with disabilities have joined the university community in recent years as students, faculty, and staff. The university welcomes these individuals, and seeks to support their particular needs and rights and to ensure that they have an equal opportunity to participate in the university community.

Tulane's diverse student population includes well-qualified students with documented disabilities who may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure fair access to educational and residential resources. These students are intelligent and capable and have met the same rigorous standards for admission as other students. To provide students with disabilities with every opportunity to explore educational opportunities and demonstrate their talents and intellect on a level playing field with their peers without disabilities, the university makes available reasonable accommodations in accordance with section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The university's Goldman Office of Disability Services (ODS) serves as the central campus resource for Tulane students with documented disabilities or with disability concerns. ODS is a part of the Center for Educational Resources and Counseling (ERC) and is located on the first floor of the Science and Engineering Lab Complex. ODS can be contacted by telephone at (504) 862-8433 or in person, between 8:30 a.m. and 5 p.m. Monday through Friday, and also can be found on the Web at <http://tulane.edu/studentaffairs/erc/>. ODS works in partnership with students, faculty, and staff to develop successful strategies for maximizing students' academic achievement and participation in extracurricular activities and programs.

Students with disabilities who believe that they require reasonable accommodations must register with ODS as soon as possible and follow all ODS procedures for requesting accommodations. Because current clinical documentation is required before ODS can consider any requests for reasonable accommodations, newly admitted students who have documented disabilities should contact ODS and submit all necessary forms and documentation at least one month before arriving on campus if possible.

Students should be aware that they are responsible for making requests for reasonable accommodations and for submitting all necessary documentation in support of those requests. While ODS can help students articulate their needs, engage with students in an interactive discussion about possible accommodations, and assist students in communicating any approved accommodations to instructors or staff, students remain ultimately responsible for complying with ODS and university procedures and for ensuring that the university is aware of the need for accommodations in the first place.

Any student with specific questions about ODS procedures and policies should contact the manager of disability services at (504) 862-8433 for additional information. In addition, students with questions about the Freeman School's role in facilitating accommodations, if any, should contact the associate dean of the Freeman School.

o. Confidentiality/Privacy for Students

The Office of Graduate Programs 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 Educational Rights and Privacy Act. No information about students is released unless it is specifically authorized by the student in writing. Students have the right to see their records by appointment and to appeal the inclusion of any information in them.

Information is issued to the courts only after subpoena(s) have been reviewed by the university counsel. Such releases are made through the university's attorneys.

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, a comprehensive statement is published by the Office of Student Affairs describing institutional obligations and practices and students' rights. Individuals who have particular questions are urged to contact the offices of the university registrar or the dean.

p. Places and Things to Know

Access Cards: Your Tulane Splash Card is magnetically encoded to allow you access to the breakout rooms in G/W II and to the Turchin Library and the Management Technology Center in G/W I when the use of these spaces is restricted (evenings and weekends). The card will also allow you access to the exterior doors when the buildings are secure (evenings and holidays). If you misplace your card, you should report it to Card Services. For all other problems, contact Media Services. Proof of enrollment in a Freeman School class may be required before access is granted.

Advising: For advising, counseling, and information about degree requirements, contact John Silbernagel, director of graduate education, in the Office of Graduate Programs, Suite 4113, G/W II. He may be reached at (504) 865-5480 or jsilber@tulane.edu.

Announcements: For general information about the academic calendar, course scheduling, and university deadlines, consult the Freeman School's website at <http://www.freeman.tulane.edu/students/macct/default.php>, the Freeman School e-mail system, the student mailboxes, and the bulletin boards and video monitors in the Goldring/Woldenberg Complex. Please read your Tulane e-mail daily.

Breakout Rooms: Small study rooms, exclusively for graduate student use, are located on the second floor of G/W II. Please refer to the Breakout Room Reservation Guidelines online at <http://www.freeman.tulane.edu/students/roomrequest.php> for rules governing reservation and use of business school breakout rooms.

Burkenroad Reports: Burkenroad Reports is a nationally-recognized program in which a select group of students interview top management, visit company sites, develop financial models, and write and publish investment research reports on small cap companies operating in Louisiana, Mississippi, Texas, Georgia, Alabama, and Florida. On December 31, 2001, the Burkenroad Reports Mutual Fund was launched. This publicly-traded fund utilizes student-produced research and trades under the ticker symbol "HYBUX." Each semester, a full-day analyst workshop is presented on a Saturday that is taught mainly by Freeman alums in the investment field. One of the highlights of the program is the Burkenroad Investment Conference, which is held each spring. Burkenroad Reports has been featured by numerous financial media including *The Wall Street Journal*, *The Washington Post*, *The New York Times*, Wall Street Week, The Nightly Business Report, CNN, and CNBC. The program was started by Peter Ricchiuti in 1993 and is now being used as a model for teaching security analysis in Latin America. The reports go out to more than 20,000 individual and institutional investors, and are also available online at <http://www.burkenroad.org>. For details, contact Peter Ricchiuti at (504) 862-8489 or Marie Daigle at (504) 862-8496.

Career Management Center (CMC): A professional staff and a multitude of resources are available to assist and guide students through all aspects of the career planning process. The CMC provides support for your career search through career consultations, self assessment, mock interviews, outreach to employers, campus interviews, job fairs/consortia, job postings, resume books, the CMC website, and other information and resources. While all students must take personal responsibility for their career development, the CMC is committed to assisting students by helping them use available resources including the online recruiting database. The CMC is located on the 3rd floor in G/W I. Office hours are 8:30 a.m. - 5 p.m., Monday through Friday. For more detailed information about the office and services, please visit their website at <http://www.freeman.tulane.edu/cmc/> or call (504) 865-5417.

Classrooms: All classrooms with three-digit room numbers are located in G/W I. Classrooms in G/W I are on the first floor on both sides of the elevators. All classrooms with four-digit room numbers are in G/W II. Classrooms in G/W II are on the first, second, and third floors.

Counseling: The Center for Educational Resources and Counseling (ERC) is in the Science and Engineering Lab Complex. The center offers a variety of services to Tulane students including personal, educational, and career counseling, and is staffed with professionals available to provide assistance. The ERC also evaluates students who have symptoms of possible ADHD (Attention Deficit-Hyperactivity Disorder). Call (504) 865-5113 for more information.

Dean: The dean's office is located in the Cyril Giffin Dean's Suite (440) on the fourth floor of G/W I.

Disability Services: Located on the first floor of the Science and Engineering Lab Complex, the Goldman Office of Disability Services (ODS) evaluates student requests to receive accommodations for disabilities. Students must register with ODS to receive accommodations. Call (504) 862-8433 for more information.

Faculty: Faculty offices are located on the fifth and sixth floors of G/W I and the mezzanine level of G/W II. Directories for locating individual faculty members are on all floors.

Financial Aid: The Office of Financial Aid is located in Room 205 of the Science and Engineering Lab Complex. MACCT students may contact their financial aid counselor at (504) 865-5723, (800) 335-3210, or finaid@tulane.edu. Additional information may be found at <http://finaid.tulane.edu>.

Graduate Programs, Office of: The Office of Graduate Programs, located in Suite 4113, G/W II, houses the staff responsible for program delivery for the MACCT, MBA, MFIN, MRISK, and PMBA programs. Advisors are available to assist with course scheduling, registration, the drop/add process, and graduation planning, and to assist with understanding academic policies and procedures. The staff maintains student records and provides class schedules, templates, and other important academic information. Support is also provided to faculty to enhance course delivery. The main telephone number is (504) 247-1290.

Levy-Rosenblum Institute: The Levy-Rosenblum Institute for Entrepreneurship (LRI) trains and inspires entrepreneurs through coursework, community service projects, and internships. Freeman students work with experienced faculty members, network with a regional board of entrepreneurs, and participate in entrepreneurial associations that provide training grounds for business development. In order to fulfill its mission, the LRI is organized into four divisions: Entrepreneurial Studies, Tulane Family Business Center, Social Entrepreneurship Programs, and Economic Development. Courses offered under Entrepreneurial Studies include Real Estate Planning, Finance, and Development and New Venture Planning-Practice of Management IV. The Tulane Family Business Center offers five yearly programs, including a wealth management seminar and an annual awards dinner gala, to family businesses and Freeman students interested in family business issues. Freeman students receive complimentary membership (valued at over \$7,000) and can attend the presentations led by internationally-recognized speakers. Social entrepreneurship programs at LRI include the TABA Community Service Program, which coordinates students to work on consulting projects for small businesses and non-profit organizations; the Volunteer Income Tax Assistance program, whose volunteers are taught by IRS trainers; and paid social entrepreneurship internships. In addition, limited paid fellowships are available for graduate students who qualify to pursue social entrepreneurship activities.

The Institute supports two student-run clubs: the Freeman Consulting Group (FCG) and the Tulane Entrepreneurs Association (TEA). TEA runs the annual Tulane Business Plan Competition, which is open to college students throughout the US and abroad and awards \$70,000 in cash prizes. Students will not want to miss the annual Tulane Council of Entrepreneurs Gala, which is hosted by the LRI and its supporters to honor the Tulane Distinguished Entrepreneur of the Year, the Social Entrepreneur of the Year, and the winners of the Tulane Business Plan Competition and TABA Community Service Program Best Projects. Finally, the LRI partners with local entrepreneurial organizations, including The Idea Village, to provide paid internships for students helping businesses to recover and thrive in the post-Katrina economy.

Library: The Lillian A. and Robert L. Turchin Library, located on the third floor of G/W I, provides print and electronic resources to Freeman School students and faculty as well as to the Tulane community. Many of these resources are remotely accessible via the library's website at <http://www.freeman.tulane.edu/lib-tech/turchin/default.php>.

Lost and Found: The Lost and Found for the Freeman School is located in Room 411, G/W I. Please turn in found items to Room 411, or call Zina Eugene at (504) 865-5406 to inquire about lost items.

Mail: Electronic mail is the preferred medium for Freeman mass communication. E-mail addresses are created for each Tulane student by Technology Services. Check your Tulane e-mail daily. Additionally, each student will be given a mailbox. General information bulletin boards and mailboxes for each graduate student are located in G/W II in the locker room on the first floor. Vending machines and lockers are located in the same area.

Management Communication Center (MCC): The MCC, located in Room 220-A of G/W I, helps Freeman students prepare written and oral communications. The center is staffed by writing coaches who have graduate degrees in English, business, or related fields. With a scheduled appointment, a student may meet with a coach for a 30-minute free tutorial session. During these sessions, the coaches focus on structure, clarity, logic, and format of the document or presentation and identify repeated grammatical errors. With help from a writing coach, students can craft a professional response to any writing assignment or oral presentation assignment for any course taken in the Freeman School. Call (504) 862-8037 for help or information, or visit the website at <http://www.freeman.tulane.edu/students/mcc/default.php>.

Management Technology Center (MTC): The MTC computer labs, located in Rooms 120 and 201 of G/W I, house computers for student use. Pentium-class multimedia workstations are available that have school-required software, access to the Freeman network, Internet access, and access to the university's shared systems. Use of the MTC is limited to Freeman School students, and Tulane Splash Cards are required to gain entry.

Media Services: Located in Room 261 of G/W I, Media Services provides a wide range of audio visual equipment and support for class presentations. All classrooms are equipped with ceiling mounted projectors, HP computers with a DVD-ROM, videocassette players, and a variety of the latest presentation technology. Video recording services for both taping class presentations and simulated job interviews are provided in a two-camera color television studio. Digital editing for class projects is also available. Use of media equipment is subject to the Media Services Student Policies statement. Call (504) 865-5670 for additional information.

Trading and Financial Center: Located in Room 1112 in G/W II, this showcase facility, as featured on CNBC, is used to teach portfolio management and trading regarding energy, equities, fixed income, and foreign exchange. State-of-the-art technology and software, including Reuters 3000 and Trading Technologies X_Trader software, allow for new instructional and experiential learning methodologies, broadening students' skills to include not only academic but also practical applications.

Transcripts: Visit http://registrar.tulane.edu/transcript_requests for details on requesting a transcript. The Registrar's Office is located in Room 110, Gibson Hall. Call (504) 865-5231 for additional information.

Vending Machines: Vending machines are located on the second floor of G/W I and on the first floor of G/W II in the student lounge areas. For refunds, contact Card Services in 102 Bruff Commons at (504) 865-5629. Call (504) 865-5712 to report any problems.

INDEX

AACSB Standards.....	46	Grading System.....	17
Academic Policies and Procedures.....	15	Graduate Programs	2, 90
Admission Requirements	15	Graduation	20
Advising.....	3, 89	Independent Study	6
Announcements.....	89	Information Technology Acceptable Use Policy ...	78
Appendices.....	41	Internships.....	6
Approved Course Loads.....	17	Joint-Degree Programs.....	9
Attendance and Medical Excuses.....	18	Leave of Absence.....	19
Auditing Courses.....	18	Levy-Rosenblum Institute.....	90
Awards	29	Library	91
Burkenroad Reports	89	Lost and Found	91
Career Management Center (CMC)	84, 89	Louisiana CPA Requirements.....	42
CMC No-Show Policy	85	Mail.....	91
Code of Graduate Student Academic Conduct.....	47	Management Communication Center	91
Code of Student Conduct	58	Management Technology Center.....	91
Computing Services	74	Media Services.....	81, 91
Confidentiality/Privacy	88	Norms and Expectations for Students.....	45
Continuation Requirements.....	19	Notebook Computer Requirement	7
Counseling	90	Places and Things to Know.....	89
Course Descriptions	31	Prerequisite Courses.....	3
Course Withdrawals and Additions.....	18	Probation.....	19
Courses in Other Divisions of Tulane	7	Repeating Courses	18
Curriculum	5	Right of Appeal.....	19
Dean's List	29	Student Guide to Computing Services	74
Dean's Office	90	Student Organizations.....	23
Degree Requirements	4	Student Travel Reimbursement Policy.....	25
Disability Services	87, 90	Trading and Financial Center.....	92
Dismissal.....	19	Transcripts	92
Elective Courses.....	4, 32	Transfer Credit.....	16
Equity and Harassment Policies and Procedures.....	73	Undergraduate Courses Requiring Graduate-Level Substitutions.....	16
Faculty.....	90	Values and Professional Standards	43
Financial Aid, Office of	90	Vending Machines	92
Financial Assistance.....	21		
Grade and Other Academic Complaints.....	72		

This handbook is published annually by the Office of Graduate Programs, Freeman School of Business, Tulane University.

NOTES