

## **THE MFIN PROGRAM**

Congratulations on your decision to pursue the Master of Finance degree at the A. B. Freeman School of Business. We are excited to welcome you to a challenging academic environment that will test and develop the skills necessary for you to compete successfully in both academic and professional financial pursuits. Whether your career path points toward further doctoral studies or leads you directly to work in capital or financial markets, the MFIN program will provide you with intensive, highly specialized training in the latest developments in finance theory and practice, along with the tools and techniques to analyze and solve financial problems. In this close-knit, supportive environment, you will work closely with peers and faculty who share your commitment to the highest academic and ethical standards and to meeting the diverse challenges of the global economy. We fully expect that in this coming year you will work hard and take advantage of all the Freeman School has to offer. Welcome to the Freeman School.

## **MFIN RESPONSIBILITIES**

Each candidate for the Freeman MFIN degree is responsible for following the rules and regulations of the university and the Freeman School as published in this handbook, in other university publications, and as announced on the Freeman School bulletin boards and email communication. Each student is responsible for knowing the content of this handbook and the curriculum requirements for graduation. Faculty and staff are available to assist, but in no case can they assume the student's responsibilities. Notices of changes will be posted on bulletin boards, sent by electronic mail, posted in the student mailbox area, and kept on file in the Office of Graduate Programs, Suite 4113, Goldring/Woldenberg Hall II (G/W II). The Freeman School reserves the right to modify any of its policies, procedures, or rules during the academic year. The university reserves the right to deny admission to any applicant, and the right to amend or change any of its established regulations, courses, or charges at any time, and to make such changes applicable to current students and to new students.

**The information in this handbook applies to the 2011-2012 academic year.**

## **PRIVACY**

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

*This handbook is updated and published annually by the Office of Graduate Programs of the Freeman School. Every effort has been made to provide detailed, accurate information regarding the curriculum and courses for MFIN students. Any necessary revisions made after the printing of this handbook will be provided for students and faculty.*



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# **MISSION AND INTRODUCTION**

## **FREEMAN SCHOOL OF BUSINESS MISSION STATEMENT**

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

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

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

## **MASTER OF FINANCE PROGRAM MISSION STATEMENT**

The mission of the Master of Finance program is to prepare its graduates to meet the complex demands of today's global financial arena. Through dedication to rigorous intellectual and ethical standards and the fostering of close, dynamic interaction among faculty and students, the MFIN program aims to develop the specialized expertise necessary to negotiate the subtleties and interdependencies of financial markets and organizations, in both research and decision making capacities. Graduates of the program must not only be confident of making significant contributions in analysis, problem solving, risk management, and strategic financial planning, but firmly committed to impeccable academic and professional conduct.

## INTRODUCTION

Welcome to the Freeman School and the Master of Finance program. Founded in 1914, the Freeman School, which is one of the fourteen charter members of the Association to Advance Collegiate Schools of Business (AACSB International), has been continually accredited since 1916. In keeping with its mission to meet the professional and academic challenges of the global environment, the Freeman School offers the MFIN, a one-year professional degree, for those who are ready to focus and advance in the field of finance but who do not require the broad-based managerial curriculum typical of MBA studies. The Master of Finance program, which was launched in the 2003-2004 academic year, addresses the needs of students who have a strong quantitative background and who aspire to a career in either advanced applied or theoretical financial management.

This handbook is designed to acquaint you with the curriculum, rules, and regulations of the Freeman School and with the specialized requirements of the MFIN degree. Use this handbook as a guide in choosing courses and interpreting situations you may encounter as a Freeman student. Please read all sections of this handbook carefully. Ultimately, you are responsible for understanding and successfully meeting the requirements for the Master of Finance degree. The director of professional education is available to help you reach that goal and to assist you with the details. You may consult with others in the Office of Graduate Programs, as well as with appropriate faculty, staff, and curriculum committee members, for additional clarification and advice.

The business school campus consists of two buildings: Goldring/Woldenberg Hall I and Goldring/Woldenberg Hall II. Students take classes in both buildings. Three-digit room numbers are located in G/W Hall I; four-digit room numbers are located in G/W Hall II. Detailed explanations and locations of Freeman School facilities at your disposal are in the section “Places to Know,” which begins on page 105.



# **OFFICE OF GRADUATE PROGRAMS**

## **OFFICE OF GRADUATE PROGRAMS**

Academic advising, registration, and maintenance of academic records for Freeman School graduate students take place in the Office of Graduate Programs. Located in Suite 4113, G/W II, the office is open from 8:30 a.m. to 5 p.m. weekdays. Students are encouraged to get to know our staff and to become familiar with the services provided by this office. The main telephone number is 504-247-1290.

### **ASSOCIATE DEAN FOR GRADUATE PROGRAMS**

The office of the Associate Dean for the Freeman School's Graduate Programs is located in Room 4114 in G/W II. John Howard, Associate Dean, is responsible for monitoring 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. The contact for the office is Tonya Durden, Executive Secretary. She can be reached at 504-247-1290 or [tdurden@tulane.edu](mailto:tdurden@tulane.edu).

### **DIRECTOR OF PROFESSIONAL EDUCATION**

Stephen Estrada, Director of Professional Education and Global Business Curriculum, works closely with all MFIN students to help fulfill the requirements of this intensive degree. He coordinates orientation activities, provides academic advising and program delivery, and acts as liaison between students, faculty, and committee members to address special situations and student concerns. He serves as academic advisor to the graduate students in the Professional Master of Business Administration (PMBA) program, and directs ongoing curriculum reviews and facilitates instructional development for the courses associated with the global leadership module. His office is in room 4116, G/W II. He may be reached at 504-865-5402 or [sestrada@tulane.edu](mailto:sestrada@tulane.edu).

### **DIRECTOR OF GRADUATE EDUCATION**

John Silbernagel, Director of Graduate Education, serves as academic advisor to the graduate students in the Master of Business Administration program and the administrative advisor to the Master of Accounting program, and he coordinates the activities of Freeman School graduate student organizations. He works with the faculty and deans to address student concerns and needs and directs grievances and special requests to appropriate individuals and committees. His office is located in room 4115 of G/W II. He may be reached at 504-865-5480 or [jsilber@tulane.edu](mailto:jsilber@tulane.edu).

### **GRADUATE PROGRAMS MANAGER**

Laney Armstrong, Graduate Programs Manager, oversees the daily operations of Graduate Programs office including the planning and implementation of all logistics for the Global Leadership Program 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. Her office is located in room 4120 of G/W II. She can be reached at 504-314-2454 or [larmstro@tulane.edu](mailto:larmstro@tulane.edu)

## **EXECUTIVE SECRETARY**

Tonya Durden, Executive Secretary, coordinates reception area activities and supports the associate dean and directors. Her office telephone number is 504-247-1290, and her e-mail address is [tdurden@tulane.edu](mailto:tdurden@tulane.edu).



# **DEGREE REQUIREMENTS**

## **FREEMAN MFIN CURRICULUM**

The Master of Finance is a one-year, 34-hour graduate degree. Students enroll in midsummer and complete the degree requirements in spring of the following year. The program consists of coursework in finance, accounting, and financial modeling. There are a total of 22 credit hours of core courses. The remaining 12 credit hours are for finance electives with the “FINE” or “ENRG” prefix. Substitutions in required or elective courses are usually not allowed; however, under special circumstances, substitutions may be allowed with prior approval from the Master of Finance program director.

Prior training and work experience in finance are not required for admission into the program; however, students must have a strong quantitative background and be prepared to immerse themselves in theoretical and applied principles of finance and accounting. Students completing the Master of Finance program will be qualified to proceed toward doctoral studies or to compete for research-oriented positions such as financial and research analyst or quantitative asset management.

## **ENERGY SPECIALIZATION**

To receive the energy specialization, a student must complete three energy courses (nine credit hours) from the following list:

- ENRG 7100 Energy Markets, Institutions, and Policy (3 credit hours)
- ENRG 7130 Energy and Environmental Economics (3 credit hours)
- ENRG 7200 Energy Fundamentals and trading (3 credit hours)
- ENRG 7210 Energy Accounting and Valuation, cross-listed with ACCN 7210 (3 credit hours)
- ENRG 7300 Advanced Energy Trading and Finance (3 credit hours)
- ENRG 7500 Energy Risk Management (3 credit hours)
- ENRG 7600 Electricity Markets and Trading (3 credit hours)

Students must satisfy the necessary prerequisites for each course. Any student who does not meet the prerequisites listed for a course must have the prior approval of the instructor before enrolling in a course. A non-credit seminar, ENRG 6010 Introduction to Energy Fundamentals, must be taken concurrently with the first 7000-level ENRG course chosen. ENRG 6010 will be offered at the beginning of the fall and spring semesters. This seminar involves two full days of classroom time. Prior completion of ENRG 7100 (or equivalent) will substitute for ENRG 6010.

Students should consult with the Tulane Energy Institute faculty regarding what courses might be most appropriate for their career goals. Course syllabi for all courses are on the Tulane Energy Institute website. Students should contact the faculty member teaching a course with questions regarding course content.

Any substitutions or waivers in the Energy Specialization must be approved in advance by James McFarland, the Tulane Energy Institute Executive Director.

## **MASTER OF FINANCE CURRICULUM 2011 - 2012**

### **SUMMER SESSION (7 Credit Hours)**

ACCN 6010	External Reporting and Financial Analysis (2 credit hours)
FINE 6050	Corporate Finance (3 credit hours)
FINE 7120	Modeling and Forecasting Financial Results (2 credit hours)

### **FALL SEMESTER (15 Credit Hours)**

ACCN 7230	Financial Accounting Seminar (3 credit hours)
FINE 7110	Investments (3 credit hours)
FINE 7600	Valuation and Financing Enterprises (3 credit hours)

Finance electives (6 credit hours)

### **SPRING SEMESTER (12 Credit Hours)**

FINE 7080	Options and Other Derivatives (3 credit hours)
FINE 7320	Ethics in Accounting and Finance (3 credit hours)
FINE 7900	Assessment of Program Learning (0 credit hours)

Finance electives (6 credit hours)

***TOTAL CREDIT HOURS: 34***

## **GRADE POINT AVERAGE**

In order to graduate, students are required to earn a grade point average (GPA) of at least 3.00 on *all* graduate-level coursework attempted in the MFIN program at the Freeman School. In some cases, meeting this graduation requirement may require taking more than the expected 34 hours of coursework. Please be sure to discuss these requirements with the director of professional education.

## **APPLICATION FOR DEGREE**

The student must submit an “Application for Degree” form at the beginning of the semester in which the student intends to graduate. This form is available both online and in the Office of Graduate Programs. Completed applications are submitted to the Office of Graduate Programs.

## **FINANCIAL AND OTHER REQUIREMENTS**

The student must meet all financial and other non-academic requirements set by Tulane University and by the Freeman School in order to be eligible for graduation.

## **PARTICIPATION IN COMMENCEMENT POLICY**

Commencement ceremonies are held in May. In an effort to promote goodwill and Freeman School spirit among our graduates and to realize certain economies for our students, their families, and the School, students who will complete degree requirements by the end of the summer session will be allowed to participate in the May commencement exercises. This policy applies to all graduate degree programs-- MBA, EMBA, PMBA, MACCT, MNRG, MRISK, and MFIN.

To be included in all commencement activities, the student must fulfill the following requirements:

1. The 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 he or she plans to participate in commencement.
2. The student must meet all financial obligations to the Freeman School and Tulane University to receive his or her diploma following completion of degree requirements.
3. The student must submit a letter acknowledging that his or her 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 financial obligations. The Office of Graduate Programs will provide the letter for signature.

## INDEPENDENT STUDIES

MFIN students may choose an independent study instead of selecting one of the regular elective course offerings. 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. The student explores new areas not covered elsewhere in the curriculum or pursues applications and extensions in greater depth.

In all cases, the independent study must be an academically acceptable substitute for the work ordinarily accomplished in a regular course offered by the faculty of the Freeman School. Academically acceptable studies are those which have a basis in the academic literature of a particular area. An internship, by itself, is not an acceptable project. Ordinarily, the study should lead to an in-depth paper or examination covering the academic literature and, if relevant, its application to a project.

A student is limited to three credit hours of independent study work to be included in the MFIN 34-hour degree requirement. 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 professional education for approval by the Associate Dean of Graduate Programs. Proposal forms are available in the Office of Graduate Programs. All independent studies must be approved prior to the last day to add a course for the semester in which the student plans to complete the independent study course. If approved, the independent study will count as a 7000-level elective.

*NOTE: The independent study program offers the student an opportunity to propose projects to faculty members. However, faculty members are not obliged to accept project proposals. Independent studies are successful only when there is a strong academic interest shared by the faculty member and the student.*

## COURSES IN OTHER DIVISIONS OF TULANE

Subject first to the approval of the program director of the MFIN program, a student may petition the MFIN Curriculum Committee for permission to take up to six credit hours of coursework in other divisions of Tulane University. The petition must be approved prior to registration if the course is to be included as a part of the degree requirements for the MFIN. Students in the MFIN program may petition for courses in the economics and the mathematics divisions only. Such courses must be at the graduate level and normally would carry a 7000-level designation. No other outside courses will be approved. The curriculum committee cannot accept an undergraduate course or a course which includes undergraduate enrollment. School of Continuing Studies courses are not accepted.

The petition should be submitted to the MFIN Curriculum Committee through the director of professional education. The petition should include a statement describing the course's contribution to the student's professional career goals. If there are special circumstances relating to the request, they should be summarized in the petition. Appended to the petition should be a course description and a current course syllabus, if available. 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-finance by the curriculum committee. The hours earned will be counted toward the hours required for the MFIN 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. Since these grades will not be counted in the MFIN grade point average, students must meet all grade point average requirements for their degrees using only Freeman School courses.

# **ACADEMIC POLICIES AND PROCEDURES**

## **ACADEMIC POLICIES AND PROCEDURES**

### **APPLICATION REQUIREMENTS**

Application to the Master of Finance program requires submission of the following:

1. An official transcript of all academic records from each college attended.
2. Official scores on the TOEFL (if required).
3. Two letters of recommendation (preferably from faculty in finance or quantitative areas, and relevant to suitability for graduate study).
4. A current résumé.
5. An essay response.
6. A completed Freeman School graduate study application.
7. Interview.
8. Official scores on the GMAT.

Prior to registration, a transcript showing conferral of at least a baccalaureate degree must be submitted. Information may be obtained from the Office of Graduate Admissions, Suite 410, Goldring/Woldenberg Hall I, or via the admissions Website <http://freeman.tulane.edu/admissions>. The telephone number is (504) 865-5410.

### **MFIN NOTEBOOK COMPUTER REQUIREMENT**

All incoming, full-time MFIN students are required to have a notebook computer. The student benefits from ownership of a notebook computer as technology becomes more integrated into student life. A notebook computer is a tool that helps the student tackle the demands of the Freeman MFIN program and will afford the student access to resources that the Freeman School and Tulane provide. Students have unlimited access to our computing resources through network connections and a wireless Ethernet network in both 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 use a computer that the student already owns. Complete information about the MFIN notebook computer requirements are available on the Freeman School's Website.

## **STUDENTS WITH DISABILITIES**

The Freeman School offers a full complement of services, rights, and accommodations for all students who have disabilities. To this end, the administration, faculty, and staff carefully uphold the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 in so far as is reasonably possible. For a detailed statement of our commitment to facilitate the education of students-with-disabilities, refer to page 101.

## **STUDENTS FROM OTHER DIVISIONS**

Graduate students from other divisions of Tulane may take up to six credit hours of MFIN courses as cross-registrants. Cross-registration is limited to those students satisfying specific course prerequisites and to those courses not filled by MFIN students. Undergraduate students may not register for graduate courses in the Freeman School.

# GRADING SYSTEM

## GRADING SYMBOLS

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

## GRADING GUIDELINES

Graduate credit is awarded for grades of D- or better; however, grades of D- must be offset with higher grades to meet the continuation or graduation requirements. **Students must maintain an overall GPA of 3.00 in all graduate-level courses taken at the Freeman School to graduate with a MFIN degree.**

The Freeman School faculty voted to approve the following recommended grading policy:

- Core courses are expected to have a mean class GPA in the range of 3.00 to 3.33.
- Elective courses are expected to have a mean class GPA in the range of 3.33 to 3.66.
- Faculty members teaching more than one section of the same elective course may pool the students in the different sections and compute one class GPA.

## INCOMPLETE GRADES

If, for reasons acceptable to the instructor, a student is unable to complete the required work within a course, he or she may receive a 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. A medical excuse from a physician is required to substantiate an incomplete grade request based on serious illness or other medical condition.

## **REPEATING COURSES**

Graduate credit is earned on all Freeman courses in which a grade of D- or higher is earned. Courses for which a student has received credit cannot be repeated. A student must repeat any required course in which a failing grade is earned. When a course is repeated, only the higher grade contributes to the GPA. Elective courses do not need to be repeated, but the credit hour and GPA requirement for graduation must be met. If a student receives a grade of WF due to a determined infringement of the graduate honor code, 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, a student may be allowed to audit a course with the permission of the instructor. Once a course is audited, it may be taken for credit at a later date only with the approval of the instructor and the faculty director of the MFIN program.

## **CONTINUATION REQUIREMENTS**

To qualify for continuation in the MFIN program, a student who has completed 7 or fewer credit hours must attain a cumulative GPA of at least 2.50. A student who has completed 8 or more credit hours must attain a cumulative GPA of at least 2.67. These standards are applied to all work attempted in the MFIN program at the Freeman School, including earned grades of F and WF. Students who fail to meet the continuation requirement will be dismissed from the program. A student failing to maintain at least a 3.00 overall GPA on 7000-level courses will be placed on probation. Failure to improve may result in dismissal. **An overall GPA of 3.00 on all coursework attempted in the MFIN program is required for MFIN graduation.**

### **RIGHT OF APPEAL**

A student who receives a letter of dismissal from the MFIN program has the right to appeal the dismissal to the Graduate Curriculum Committee. An appeal petition stating the basis for the appeal should be submitted in writing to the director of professional education, who will forward it to the Graduate Curriculum Committee. The student may request, or be requested, to appear in person before the committee if further information is needed. Favorable action on the appeal will depend on the student's ability to convince the committee that his or her academic performance to date is not representative of future performance. The Graduate Curriculum Committee will attempt to determine if the student is likely to be able to achieve the required performance and rectify any deficiencies in his or her knowledge of accounting and business areas in future semesters. The burden of argument in the appeal process rests with the student.

### **PROBATION**

A student who is reinstated following a successful appeal of dismissal is placed on probation. The terms of such probation will vary depending on the particular circumstances and will be established by the Graduate Curriculum Committee. These terms ordinarily will include a requirement that the student raise his or her GPA to a specific level 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 incomplete grade assignments while on probation. Students who fail to meet the terms of probation will be dismissed from the program.

### **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 MFIN program. The student must notify the director of professional education of his or her intention and proposed return date. Should a student not take courses for three consecutive semesters, including the summer, the student must apply for reactivation in the program. Letters requesting reactivation should be submitted to the director of professional education.

Any student who breaks the continuity of his or her program for more than three consecutive semesters, including summer semesters, must reapply for admission to the MFIN program through the Office of Graduate Admissions. The application for readmission will be evaluated using the then current admission standards. Readmitted or reactivated students must meet the degree requirements and abide by the academic policies in force at the time of their return to the program. The Graduate Curriculum Committee will review the student's record and indicate which courses taken in the past will meet the new degree requirements and which will not. No course more than seven years old may be used to meet the degree requirements without the written approval of the faculty director of the MFIN program.

### **CLASS ATTENDANCE/MEDICAL EXCUSES**

Students are expected to attend all scheduled class sessions unless they are ill or prevented from attending by exceptional circumstances. Instructors should establish policies for attendance of their classes and announce them 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 university health center with regard to current policies for medical excuses.

### **COURSE WITHDRAWALS AND ADDITIONS**

MFIN students can drop and add courses according to the dates set by the Office of Graduate Programs. The template for these dates can be found on the Freeman Website at [http://www.freeman.tulane.edu/students/mfin/pdf/drop\\_add\\_form.PDF](http://www.freeman.tulane.edu/students/mfin/pdf/drop_add_form.PDF). It is important that you inform yourself of these dates to avoid unnecessary financial obligations. Drop/add forms are available in the Office of Graduate Programs located in Suite 4113, G/W II. They must be completed and signed by the student and then submitted to the director of professional education.

These official dates are set each semester and are available in the Office of Graduate Programs. You should check drop/add dates with the director of professional education if you have questions.

## **GRADUATE 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 coursework 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.

## **NORMS AND EXPECTATIONS FOR STUDENTS IN FREEMAN CLASSES**

- Name plates
  - Students are required to display their name plates 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 class.
  
- Videotaping classes
  - Videotaping a class requires approval in advance by the professor.
  
- Dress
  - 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.

### **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.

#### REFERENCES

Association to Advance Collegiate Schools of Business (2004). Eligibility Procedure and Accreditations Standards for Business Accreditation. Retrieved April 18, 2011 from <http://www.aacsb.edu>.



# **FINANCIAL ASSISTANCE**

## **FINANCIAL ASSISTANCE**

### **NEED-BASED FINANCIAL AID**

Under the Federal Family Education Loan Program, assistance includes Federal Stafford Loan (subsidized and unsubsidized), Federal Perkins Loan, and Federal Work-Study. Applicants must be United States citizens or permanent residents and be enrolled at least half-time (six or more credit hours).

To apply, students 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. If selected for verification by the federal processor, students must submit a signed copy of their federal income tax return and may be asked to submit additional items.

Eligibility for federal student aid will be determined in the Office of Financial Aid, based on federal guidelines. Questions and correspondence regarding need-based financial aid should be directed to:

Office of Financial Aid  
205 Mechanical Engineering Building  
Tulane University  
New Orleans, LA 70118-5698  
Phone: (504) 865-5723 or (800) 335-3210  
Fax: (504) 862-8750  
<http://www.tulane.edu/~finaid>  
[finaid@tulane.edu](mailto:finaid@tulane.edu)

### **PRIVATE LOANS**

Full-time graduate students may apply for private loans up to the cost of attending the graduate program. For more information on loan programs, contact the Office of Financial Aid listed above.

### **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. Assistants usually work 10-20 hours per week. Positions are arranged by students 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.

Assistantships are listed on the TargetVision monitors in the Goldring/Woldenberg Complex as well as in the Office of Finance and Administration (Room 411, G/W I). Off-campus positions are listed through the Career Management Center (3<sup>rd</sup> floor, G/W I). 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 Drive Ext. and Ben Weiner Drive.

## **GRADUATE FELLOWSHIPS AND GRADUATE ASSISTANTSHIPS**

Applicants to the Freeman School graduate program may apply for a limited number of graduate fellowships and graduate assistantships. Graduate fellowships and assigned assistantships are funded as stipulated in the fellowship offer.

Additional information on fellowships and awards can be requested from the MFIN Admissions Counselor in the Office of Graduate Admissions at (504) 865-5410, (Suite 410, G/W I).



**STUDENT ORGANIZATIONS AND AWARDS**

## **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.

## **NET IMPACT**

Net Impact is an international, non-profit organization whose mission is to inspire, educate, and equip individuals to use the power of business to create a more socially and environmentally sustainable world. Spanning six continents, Net Impact's membership makes up one of the most influential networks of MBAs, graduate students, and professionals in existence today. Net Impact members are current and emerging leaders in corporate social responsibility, social entrepreneurship, non-profit management, international development, and environmental sustainability who are actively improving the world.

## **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, Chicago, 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. MNRG Students are expected to join TEC and to participate in its professional programs.

## **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 REAL ESTATE CLUB**

The mission of the Tulane Real Estate Club is to bring together Freeman students with previous experience or future interests in real estate. To fulfill this mission, the club invites members of the New Orleans real estate community to guest lecture and network among club members. The club discusses issues in the real estate industry through regular meetings and members participate in various local and national real estate competitions.

## **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 mission 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.

## **TULANE TECHNOLOGY AND BUSINESS ASSOCIATION (TTBA)**

The purpose of the TTBA is to provide students interested in pursuing a career in the technology field a forum to connect with industry professionals through speaker series and networking events. The TTBA will serve to educate students about careers in the technology industry and to leverage technology in improving the efficiency of businesses.

# **STUDENT 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 extended to the top 20% of each graduating class in the spring semester.

## **DEAN'S LIST**

The dean's list represents 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 program student must have completed at least 12 credit hours of Freeman coursework during the semester. For all students, only Freeman courses count in the calculation of grade point averages. The dean's list is published after each fall and spring semester.

## **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 the Tulane Association of Business Alumni (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**

### **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.

### **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. Any professor selected for the Teacher Honor Roll during the previous four semesters is eligible for the Wissner Award.

## **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 from course evaluations 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.

## **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.

## **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 accomplishment.

# 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 Management in Energy (MNRG), Master of Business Administration (MBA), Master of Finance (MFIN), Master of Risk Management (MRISK), Master of Accounting (MACCT), and Professional Master of Business Administration (PMBA) programs.

The following groups are eligible for the full amounts noted in this policy: MACCT, MBA, MFIN, MNRG, 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.

# **COURSE DESCRIPTIONS**

## 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 basic and required courses are offered at least once each year, some elective courses may not be offered every year.

### ACCOUNTING

**ACCN 6010 External Reporting and Financial Analysis (2)** - This course introduces basic business financial statements from a user perspective. The concepts and relationships underlying the income statement, statement of cash flows, and balance sheet as instruments of communication are emphasized. Financial statement analysis is introduced.

**ACCN 7130 Financial Statement Analysis (3)** - 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. We consider managerial incentives affecting various accounting and reporting policy choices, and 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 7230 Financial Accounting Seminar (3)** - 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.*

### BUSINESS AND LAW

**MCOM 5310 Business Communication (0)** - To enter into and advance within the competitive world of business, students must be able to communicate their winning qualifications effectively and persuasively. This Management Communication course teaches students to write effective resumes and cover letters; hone interviewing and presentation skills; become familiar with the language of business and use that language clearly, concisely, and correctly; and present data in appropriate oral and written form for a variety of business settings.

## ENERGY

**ENRG 6010 Introduction to Energy Fundamentals (0)** - This course is a prerequisite or co-requisite for all 7000-level ENRG courses except ENRG 7100. It introduces basic energy production, transportation, refining, marketing, and trading activities. This course is designed to teach students, regardless of background and experience, basic concepts and energy terminology that form a basis for further learning in the energy program. In this intensive course, students learn energy industry fundamentals affecting companies involved with the exploration, production, transportation, refining, and storage of oil and gas and other related industry segments.

**ENRG 7100 Energy Markets, Institutions, and Policy (3)** - 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 Entergy-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.

**ENRG 7130 Energy and Environmental Economics (3)** - Prerequisite: ENRG 6010. In the past 50 years, the largest industries involved in the energy sector (oil, gas, and electric) have undergone profound changes and have had a large impact on the economy. Managers in the oil, natural gas, and electric industries have had to devise strategies to cope with changes in the marketplace and ever-changing governmental regulations. The energy industries feature a complex mix of regulation and market-driven incentives. Students in this class will learn to use fundamental tools of economics and finance to study the business and public policy issues involved in these energy markets from the exploration, production, distribution, and ultimate sale to consumers. Students will study a number of cases from each of these industries, critically analyzing positions and evidence and formulating recommendations by applying the economic concepts they have learned in the class.

**ENRG 7200 Energy Fundamentals and Trading (3)** - Prerequisite: ENRG 6010 and ENRG 7110. This course will cover the fundamental and technical information and techniques needed to begin trading in the energy markets. Structure of physical and financial markets, electronic trading tools and techniques, and the associated risk management practices, 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, and risk management tactics used in today's fast-paced energy trading environment.

**ENRG 7210 Energy Accounting and Valuation (3)** - Prerequisite: ENRG 6010. This course will cover the fundamentals of the upstream oil and natural gas exploration and production process (E&P or upstream) and the key financial decisions and metrics. The various operational steps and related financial decisions will be followed through to their ultimate impact to a public E&P company's external financial statements. Students will be able to understand the immediate impact of various decisions on a company's cash and non-cash financial performance which in turn lead to future financial and operational flexibility and success.

**ENRG 7300 Advanced Energy Trading and Finance (3)** - Prerequisite: ENRG 6010 and 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 interactive trading in the school's state-of-the-art trading facility.

**ENRG 7500 Energy Risk Management (3)** - Prerequisite: ENRG 6010, ENRG 7110, and ENRG 7120. The course will balance both the qualitative and the quantitative aspects of the risk in energy markets. The course begins with a broad qualitative look at risk scenarios. For the qualitative perspective, the course will draw heavily from Foundations of Energy Risk Management (FERM) and from Managing Energy Risk (MER). For the quantitative aspects such as Forwards, MR Models and Options, the course will rely primarily on Energy and Power Risk Management (EPRM) and Energy Risk (ERVM). Topics covered will include the economic impacts of pricing and investment decisions in these industries, privatization of publicly-owned energy assets, regulation of monopolies and antitrust, the transportation and storage of energy commodities, and the economics of renewable energy sources. Major policy trends related to energy production and use, such as deregulation, climate change, and environmental impacts, will be critically analyzed.

**ENRG 7600 Electricity Markets and Trading (3)** - Prerequisite: ENRG 6010. If Adam Smith's invisible hand leads power markets, it has most certainly mutated to have twenty fingers. The number of players in power markets, player's competing interests, and evolving regulatory policy give electricity markets a unique niche in the world (North America, in our studies, due to transmission constraints) of commodity trading. The unique physical characteristics of its product coupled with the nature of its delivery (and associated constraints) have created opportunities for trading shops and major corporations to rise and fall in a little more than a decade. As this market (slowly) matures, and regulation continues to improve market transparency and efficiency, it will be a bumpy ride. To better understand where these markets are going and where they have been, this course will study the history of these markets. With a concrete understanding of the market evolution, the class will then investigate what variables (both physical and political) influence market prices on a long term, day ahead, and real-time basis. Students will also study the infamous market failures, and how regulators have responded to eliminate opportunities for indiscretion. The course will conclude with a brief look at several recent regulatory enactments to align more closely the interests of all market participants and stakeholders (and perhaps make the invisible hand seem more human!). This course will include market simulation exercises which will give students the opportunity to experience power marketing from the perspectives of a pure-marketer, an independent power producer, and a regulated utility.

**ENRG 7960 (1-3)** - Independent study: Energy.

## **FINANCE**

**FINE 6050 Corporate Finance (3)** - Prerequisite: ACCN 6010. This course provides a rigorous introduction to the field of corporate finance. The first section of the course develops an analytical understanding of stocks, bonds, and investment projects using present value concepts. The second section focuses on capital markets including the statistical concepts of covariance and diversification and the capital asset pricing model. The third section focuses on capital structure policy and choices. An introduction to valuation will conclude this class. *Students taking FINE 6050 may not receive credit for FINE 6010 or FINE 7020.*

*Note: FINE 6050 is a prerequisite for all 7000-level FINE electives in the MFIN Program.*

**FINE 7080 Options and Other Derivatives (3)** - Prerequisite: FINE 7110. This course covers the pricing and use of derivative securities, including forward contracts, swaps, futures, and options. The course emphasizes the role of derivatives in managing risks.

**FINE 7110 Investments (3)** - The first half of this course takes students through an in-depth study of portfolio theory. The foundations of modern portfolio theory are rigorously developed and its principles are used to create mean/variance efficient portfolios. Students critically examine the assumptions of modern portfolio theory and its implications. Alternative multifactor pricing models including the Fama/French Three-Factor Model are also explored. The second half of the course focuses on fixed income analytics. Students learn how to price various types of fixed income securities and how to measure their interest rate risk. They learn how to hedge interest rate risk for fixed income portfolios, and how to incorporate call and conversion features into the price of a bond. Students learn how to derive implied forward interest rates, how to bootstrap a yield curve, and the implications of various theories of the term structure. Finally, students will have the opportunity to conduct an event study, learn the basics of options, and discuss how behavioral finance is changing the way asset pricing is viewed. Case studies will be used to learn how hedge funds, mutual funds, exchange-traded funds, and various other investment managers operate.

*Note: This course is required for students who wish to apply for participation in the Darwin Fenner Student Managed Fund course (FINE 7610).*

**FINE 7120 Modeling and Forecasting Financial Results (2)** - This course is designed to train students in the basic skills of pro forma analysis of financial statements, top-line forecasting, CAPEX and capital structure projecting, and uncertainty analysis. Real company examples, including energy related, retail, and media firms, are used to illustrate various accounting and econometric techniques.

**FINE 7140 Cases in Venture Capital & Private Equity (3)** - Prerequisites: FINE 7010 and FINE 7020.

**FINE 7150 International Finance (3)** - This sub-area of finance studies the international investment decisions concerning real and financial assets. The course is intended for students who wish to learn the concepts and theories of modern multinational financial management. International finance gives participants a solid theoretical and practical background that serves to better understand (1) the importance of risk management in a multinational corporation and (2) the particularities of corporate finance, corporate governance, and portfolio management in a global context.

**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)** - Prerequisite: FINE 7210. 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 7320 Ethics in Accounting and Finance (3)** - This course examines ethical dilemmas that financial analysts face and the often conflicting roles and responsibilities that they must resolve, including the ethical presentation of investment performance results. This course places a strong emphasis on developing skills in negotiation and leadership in finance, which are critical for resolving ethical dilemmas and maintaining integrity. The class also examines the Code of Ethics and Standards of Professional Conduct that members of the Association for Investment Management and Research (AIMR) must follow.

**FINE 7430 Equity Analysis/Burkenroad Reports (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 an in-depth investment research report on selected under-followed companies in the region. Students also participate in a weekend analyst workshop and the annual Burkenroad Reports Investment Conference.

**FINE 7600 Valuation and Financing Enterprises (3)** - 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 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. The following topics are discussed: market efficiency, abnormal returns, factor models, interpretation of multiple regression outputs, relative valuation applied to industry and company analysis, portfolio theory, portfolio performance evaluation, and portfolio mean-variance optimization. State-of-the-art academic research papers and classic writings that have significantly influenced equity investing are studied. The assigned readings focus on empirical evidence regarding security and portfolio risk and returns. Through reading and discussing research papers and classic writings, students develop a critical thinking process and build proprietary investment models. Using their models, students analyze the S&P 400 stocks in their assigned sector and give a buy, do not buy, hold, or sell recommendation on each stock. Students are also free to develop market-wide investment models to use across market sectors. Note: Students must apply for enrollment in this course. *Note: Students must apply for enrollment in this course.*

**FINE 7900 Assessment of Program Learning (0)** – During the spring semester, MFIN students are required to take an assessment exam, which is administered by the Freeman School Graduate Programs office. The exam is designed to measure the level of MFIN program content mastery, as defined by the assurance of learning standards set by the MFIN Curriculum Committee.

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

*Every effort has been made to include an accurate description of the offerings for the 2011-2012 academic year. The Freeman School's schedule is, however, subject to limited changes after this handbook goes to press.*



# **UNIFIED CODE OF STUDENT CONDUCT**

# UNIFIED CODE OF STUDENT CONDUCT

## Preamble

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

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

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

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

## I. Sources and Lines of Authority

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

- A. For all academic activities, the authority rests with the Dean of faculty of the college or school. Classroom examinations, tests, and written assignments are conducted under a college or school honor code.
- B. In all other areas, whether on or off campus, the President of the University delegates authority in matters of conduct to the Senior Vice President for Academic Affairs and Provost. The Senior Vice President for Academic Affairs and Provost in turn delegates authority to the Vice President for Student Affairs. The Vice President for Student Affairs is responsible for formulating appropriate procedures and, as set forth in the Code of Student Conduct, regulations concerning student behavior and for the resolution of conduct cases. The Vice President for Student Affairs shall appoint a Student Conduct Administrator to coordinate the University's student conduct system.

## II. Delegation of Specific Authority

- A. Cases of serious misbehavior that relate both to health and to conduct, which usually require a decision in respect to whether a student should remain in the University, may be referred to the appropriate Student Health Center. An

administrative referral is not a substitute for conduct action. For additional details, consult the University's Medical and Psychiatric Referrals Procedure.

- B. Pending the resolution of a conduct proceeding, the Vice President for Student Affairs or designated representative has sole discretion and final authority to take interim action, without prior notice, for reasons relating to the safety or welfare of students, faculty or staff; the protection of University property; the maintenance of public order; the preservation of the University's reputation; and the effective continuation of University operations and the educational process. Interim action may include, but is not limited to, suspension; restrictions on University privileges, access and activities; removal from or relocation within courses; or removal from or relocation within University housing. The Vice President for Student Affairs or designated representative also may make an administrative referral to the Student Health Center. A student suspended on an interim basis will be scheduled by the Student Conduct Administrator or designated representative for a hearing at the earliest possible time. Interim actions are not a finding that the charged student or group violated the Code.
- C. Graduate and professional students are held accountable for their behavior as outlined in the Code of Student Conduct. For certain complaints, graduate and professional students also may be held accountable for their behavior through professional standards, codes of ethics, or honor codes. This does not preclude the University from taking action in accordance with the Code of Student Conduct. No graduate or undergraduate student can have multiple hearings for the same offense.
- D. Violations of traffic regulations on campus are handled by the Department of Public Safety and are generally not considered to be conduct matters. If a student fails to cooperate with this office, he/she may be referred to the Vice President for Student Affairs or designated representative for conduct action.

### **III. Standards of Conduct Violations**

- A. The University has jurisdiction over violations of the Code of Student Conduct on University premises, at University sponsored events, or elsewhere when the University has an identifiable interest. The Student Conduct Administrator or designated representative has discretion, subject to discretionary review by the Vice President for Student Affairs, to determine the jurisdiction and parameters of the Code of Student Conduct. The Student Conduct Administrator or designee may consider the following factors, among others: the seriousness of the alleged misconduct, including whether the allegations involve violence, threats of violence, drugs or alcohol; whether the alleged victims or witnesses are members of the campus community; whether the off-campus conduct occurred at, or in connection with activities of, a student organization or group; the ability of the University to gather information, including the testimony of witnesses; whether the off-campus conduct is part of a series of actions that occurred both on and off campus or otherwise concerns an identifiable interest of the University; and whether the misconduct had a significant negative impact on the University community, University property or the University's reputation.
- B. The following are examples of misconduct; they are not intended to define misconduct in exhaustive or exclusive terms and should be construed broadly according to the fair import of their terms. The following actions or any actions that violate the principles of the preamble to this document violate University standards of conduct and will result in conduct action and, in appropriate cases, referral to University or other law enforcement personnel, and/or other University officials, for investigation. Although violation of any of the standards may, depending on the facts of the case, result in sanctions including suspension or expulsion, violation of certain standards, as indicated below, is likely to do so.

1. Causing untoward physical harm or reasonable apprehension of physical harm. A student found to have violated this standard could be suspended or expelled for the first offense.
2. Interference with the educational process or other University sponsored activities.
3. Use, possession or storage of any weapon, and/or use of an item in a manner that poses a potential hazard to the safety or health of others. A student found to have violated this standard likely will be suspended or expelled for the first offense. For additional information, consult the University's Weapons Policy. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
4. Unauthorized use and/or possession of any controlled substance or illegal drug. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
5. Distribution or possession for the purpose of distribution of any controlled substance or illegal drug. A student found to have violated this standard shall be suspended or expelled for the first offense. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
6. Use, possession or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
7. Disorderly or disruptive conduct while under the influence of alcohol. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
8. Hazing. Hazing includes, but is not limited to, acts of servitude and/or behavior that humiliates, degrades, embarrasses, harasses or ridicules an individual or otherwise is harmful or potentially harmful to an individual's physical, emotional or psychological well-being, as an actual or apparent condition for initial or continued affiliation with any group. A student violates this standard regardless of either the lack of intent to cause harm or the individual's own willingness to participate. Unless affirmative steps were taken by the charged student to prevent the hazing behavior, conduct charges may be brought against the group, officers of the group, and members of the group who are deemed to have encouraged the behavior, in addition to any conduct action against persons who engaged in the hazing behavior. A student or group found to have violated this hazing standard may be expelled and if not expelled shall be suspended for not less than one full semester and subject to two years conduct probation after reentry to the University. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
9. Sexual Misconduct. Sexual misconduct includes, but is not limited to, nonconsensual sexual behavior. Lack of consent may result from, among other things, use of force, threats, or intimidation or from use of the victim's mental or physical helplessness of which the accused was or should have been aware. A student found to have committed sexual misconduct likely will be suspended or expelled, or have his/her admission or degree revoked, for the first offense.
10. Initiating or causing to be initiated any false report or warning of fire, explosion or other emergency. A student found to have violated this standard shall be suspended for not less than one semester for the first offense.

11. Improper use of safety, emergency or firefighting equipment. A student found to have violated this standard shall be suspended for not less than one semester for the first offense.
  12. Furnishing false information to the University.
  13. Acts of fraud or attempted fraud committed by forgery; by alteration or use of University documents, records, or identification; or by other means.
  14. Unauthorized access or use of computer equipment, networks, software or data, including violation of the Tulane Computer Services policies.
  15. Interference with the freedom of expression of others.
  16. Theft of property or services or knowing possession of stolen property.
  17. Damage to the property of others, including vandalism.
  18. Failure to comply with the directions of University officials, including campus police officers, acting in the performance of their duties.
  19. Harassment or intimidation.
  20. Lewd or obscene conduct.
  21. Stalking. Stalking includes behaviors or activities occurring on more than one occasion that collectively would reasonably instill fear in the victim and/or threaten his/her safety, mental health or physical health.
  22. Abusive or disorderly conduct.
  23. Violation of other University principles, policies, or rules, including residence hall rules, and rules concerning entry and use of University facilities, sale or consumption of alcoholic beverages, use of vehicles or misuse of identification cards.
  24. Conviction of violation of federal, state or local laws, when the University has an identifiable interest.
- C. The following illustrative considerations may pertain to the charging process.
1. Attempts to commit acts prohibited by the Code may be punished to the same extent as actual violations. Accomplices in acts prohibited by the Code may be punished as violators.
  2. Registered and unregistered student groups or organizations may be charged with violations of the Code. Officers, or other leaders or spokespersons, are responsible for the conduct of their members at events recognized and sponsored by the group or organization if and only if the leader or spokesperson has implicitly or explicitly endorsed any violation of the Code. A student group or organization and its officers may be held collectively or individually responsible for violations of the Code by those associated with the group or organization. Charges against a student group for violation of the Code are subject to the same procedure as charges against a student. Further, the officers, leaders or spokespersons for a student group or organization may be directed by the Vice President for Student Affairs or designated representative to take reasonable actions to end violations of the Code.
  3. Student hosts are responsible for the conduct of their guests if and only if the host has implicitly or explicitly endorsed the conduct violation of their guest. This responsibility includes ensuring that guests comply with the Code. A student host may be held responsible for violations of the Code by guests.
  4. Several students charged with the same misconduct occurring at the same time and place may be charged and their cases heard together. Each student in such a hearing shall be afforded all of the rights provided for in Section VIII, Paragraph 2, including, but not limited to, the right to call witnesses and/or present evidence which supports the student's claim that he or she did not violate the Code. A request to have a separate hearing may be granted to any one or all the students charged, at the discretion of the Student Conduct Administrator or designated

representative. In the event the Student Conduct Administrator or designated representative denies the request for a separate hearing, the affected student(s) may appeal the decision to the Provost within three days of receiving the Student Conduct Administrator or designated representative's decision. Late appeals will not be considered. In assessing the appeal, the only issue the Provost will assess is whether or not the student lodging the appeal will be unfairly prejudiced by not having his or her case heard individually.

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

#### **IV. Sanctions**

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

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

- A. **Expulsion of Student.** The student is permanently separated from the University. Notification of the date of expulsion will appear on the student's transcript. The student will be barred from University activities, services, facilities, and grounds.

The Senior Vice President for Academic Affairs and Provost or designated representative reviews all recommendations of expulsion. Expulsion may be approved, altered, deferred or withheld at the discretion of the Senior Vice President for Academic Affairs and Provost or designated representative.

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

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

- C. **Suspension of Student.** Suspension is defined as a complete separation from University activities, services, facilities, and grounds. A suspended student may not obtain academic credit at Tulane or elsewhere toward completion of a Tulane University degree. Notification of the dates of suspension will appear on the student's transcript. Suspension may be of two types:
1. Term suspension shall be for a specified time, after which the suspended student may return to the University.
  2. Conditional suspension shall be for a specified time, after which reentry to the community will be granted on the fulfillment of certain conditions by the student. Failing to fulfill the stipulated conditions within the designated time frame may result in permanent dismissal from the University. Reentry to the community shall be subject to confirmation by the Vice President for Student Affairs that the student has fulfilled the conditions.
- D. **Dissolution of Student Group.** The student group is dissolved permanently, loses all University recognition and privileges, and is barred from University activities, services, facilities, and grounds.
- E. **Suspension of Student Group.** The student group loses all University recognition and privileges and is barred from University activities, services, facilities, and grounds for a specified period of time or until it fulfills certain conditions. The Vice President for Student Affairs will be notified that the conditions have been fulfilled.
- F. **Loss of privileges.** The student or group is denied specified privileges, which may include, but are not limited to, participation in intercollegiate/intramural athletics, student organizations, student government, dining services or current classes and/or a no-contact order prohibiting direct or indirect contact with one or more specified person.
- G. **Facility expulsion.** The student has lost the privilege of entering and/or residing in one or more particular facilities or buildings at any time.
- H. **Facility suspension.** The student no longer has the privilege of entering and/or residing in one or more particular facilities or buildings for a specified period of time or until a specified condition is met.
- I. **Residential relocation.** The student no longer has the privilege of residing in current housing assignment. The student is reassigned to a room on another floor or building. New assignments will be made by the Director of Housing and Residence Life or designated representative.
- J. **Conduct probation.** The student or group is not in good standing and is sent a letter of warning that further acts of misconduct will be subject to further conduct action and may result in suspension or expulsion from the University. Among other things, a student not in good standing cannot hold office in a student organization, join a fraternity or sorority, become a resident advisor, or study abroad. The Student Conduct Administrator will send a copy of the notice to the student's academic Dean. If the student is an undergraduate, the Student Conduct Administrator will also send an additional copy to the Dean of Newcomb-Tulane College.
- K. **Residential probation.** The student is issued a written notice that further violations would constitute grounds for loss of the privilege of residing in any University housing. Appropriate Residence Life officials will be notified.
- L. **Written reprimand.**
- M. **Uncompensated University service.**
- N. **Restitution.** The student or group is required to pay a specified monetary reimbursement for damage to University property, misappropriation of University property or services, or minor damage to the property of individuals or groups within the University community.
- O. **Fines.**

## V. Overview of the Student Conduct System

- A. The Code of Student Conduct applies to all students enrolled at Tulane University. For conduct purposes, a student is enrolled when he/she accepts admission to the University and is deemed enrolled during summer sessions, study abroad programs, academic and conduct suspensions, and other absences where there is an expectation of continuing progress toward a Tulane University degree. If a student has graduated, withdraws, drops out or is granted withdrawal from the University, including a retroactive one, he/she may still be required to resolve charge(s) arising from an alleged violation of the Code while he/she was enrolled.
- B. **Personnel:** Personnel with responsibility to enforce the Code include the following officials and groups:
1. **Student Conduct Administrator:** The Student Conduct Administrator is appointed by the Vice President for Student Affairs. The Student Conduct Administrator or designated representative is responsible for meeting with members of the University community who have filed or wish to file a complaint of an alleged violation of the Code. The Student Conduct Administrator or designated representative advises students who wish to file a complaint and those who are charged with violating standards of the Code of their rights and responsibilities. The Student Conduct Administrator or designated representative serves as the non-voting chair of Hearing Boards and coordinates mediation efforts.
  2. **Student Conduct Officers:** Student Conduct Officers are appointed by the Vice President for Student Affairs. Student Conduct Officers conduct administrative hearings on cases accepted by the Student Conduct Administrator, present cases before the Hearing Board, and chair Hearing Boards when directed by the Student Conduct Administrator.
  3. **The Hearing Board Pools:**
    - a. The faculty pool shall consist of 18 faculty members: five from the School of Liberal Arts; four from the School of Science and Engineering; two each from the A.B. Freeman School of Business and the School of Continuing Studies; and one each from the School of Architecture, the Law School, the School of Social Work, the School of Medicine, and the School of Public Health and Tropical Medicine. Members will be appointed by the Senior Vice President for Academic Affairs and Provost and will serve three-year terms, staggered. All members of the faculty pool shall attend training on the standards of conduct, sanctions, and the student conduct system.
    - b. The student pool shall be constituted in parallel numbers to the composition of the faculty pool. Members will be appointed by Vice President for Student Affairs for two-year terms, staggered. If the pool lacks eight members who live in the residence halls, additional members will be appointed by the Vice President for Student Affairs. All members of the student pool shall attend training on the standards of conduct, sanctions, and the student conduct system.
    - c. The staff pool shall consist of nine staff members. Members will be appointed by the Vice President for Student Affairs for three-year terms, staggered. All members of the staff pool shall attend training on the standards of conduct, sanctions, and the student conduct system.
- C. **Confidentiality:** All participants in the process, including the charged student, the complainant, witnesses, hearing board members, and staff members are expected to keep confidential all proceedings and all documents under this Code. Any breach of confidentiality, unless required by law, may subject the responsible party to charges under this Code. However, the University cannot guarantee complete confidentiality to a complainant, notably where

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

- D. **Transcripts:** Pending the resolution of a conduct proceeding, the Student Conduct Administrator or designated representative has sole discretion and final authority to determine whether the nature and severity of the charged conduct may result in a sanction requiring permanent notification on the charged student's transcript. If the Student Conduct Administrator or designee determines that the charged conduct may result in a sanction requiring permanent notification on the charged student's transcript, then the University shall withhold the student's transcript and award of a degree until the charge is resolved; the Student Conduct Administrator or designee may authorize release of the transcript with a temporary notification of the pending conduct proceeding. Even if the charged conduct would not result in permanent notification on the student's transcript, the Student Conduct Administrator or designated representative may require a charged student who is no longer enrolled at the University to resolve the charge and satisfy any sanction(s) before receiving a transcript or degree.
- E. **Mediation:** Mediation is a collaborative and confidential process where students who have a conflict with one another identify issues, develop options, consider alternatives, and develop a consensual agreement facilitated by a neutral third party. Mediation can take place in lieu of an administrative hearing when all parties involved have agreed to mediation, pending the approval of the Student Conduct Administrator or designated representative. Mediation must be offered by the Student Conduct Administrator as an alternative to a conduct hearing for all alleged offenses which do not involve drugs, repeat alcohol violations, violence, a threat of violence, or any matter which in the sole discretion of the University gives rise to a safety concern. It is an alternative to filing formal charges and does not result in a conduct file.
1. The Conduct Mediation Team under the Office of Student Conduct shall be comprised of faculty, staff, and student members of Tulane University appointed by the Student Conduct Administrator.
  2. The Student Conduct Administrator or designated representative will gather information about the conflict.
  3. The Student Conduct Administrator or designated representative will contact students and invite their participation in mediation.
  4. Mediators will be assigned and a mediation session will be scheduled by the Office of Student Conduct.
  5. At the session, the students will discuss the conflict, identify the issues, and together will strive to reach their own agreement.
  6. The specifics of the agreement must be written and signed by all students involved. The students are responsible for upholding the agreement.
  7. If the students fail to uphold the agreement or if the mediation fails, the original complaint or issue may be addressed by filing charges under the Code, as outlined above. Discussions during and outcomes of the mediation session are not admissible in a University hearing.

## VI. The Hearing Process

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

1. **Administrative Hearings**

**Jurisdiction**

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

**Heard By**

Student Conduct Officer.

**Sanctions**

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

2. **Hearing Boards**

**Jurisdiction**

All cases not heard by an administrative hearing.

**Heard By**

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

**Sanctions**

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

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

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

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

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

2. **Notice of the Complaint and Hearing.** When a complaint is accepted, the Student Conduct Administrator or designated representative will notify the charged student in writing of the charges and will inform the student of his/her rights. Unless agreed to by the charged student and the complainant, a hearing may be scheduled no less than five working days after the charged student is sent written notice of the charges and his/her rights. Nothing in this Code guarantees a hearing within a specific timeframe.
3. **Procedural Review.** A student charged with a violation of the Code of Student Conduct is advised, but not required, to attend a procedural review with the Student Conduct Administrator or designated representative. In a procedural review, the Student Conduct Administrator or designated representative reviews the case and determines whether it should be heard by a Hearing Board. If the Student Conduct Administrator or designated representative determines that no individual sanction for the charged violation will lead to expulsion or revocation of admission and/or degree, the case shall be heard by an administrative hearing. If, during the administrative hearing, the Student Conduct Officer receives information not known to the Student Conduct Administrator that warrants expulsion or revocation of admission and/or degree, the Student Conduct Officer will refer the case back to the Student Conduct Administrator.
4. **Impartial Board.** In Board hearings, the complainant and charged student may challenge Board members on the ground of personal bias, such as Board members who are relatives of the complainant or charged student. Board members should also disqualify themselves on these grounds. The Student Conduct Administrator or designated representative has final authority to resolve any questions of personal bias.
5. **Order of Hearing.** The chair shall exercise control over the hearing to avoid needless consumption of time and/or to prevent the harassment or intimidation of witnesses.
  - 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 in the discretion of the Vice President for Student Affairs or designated representative. If the Vice President for Student Affairs or designee conducts a review, he or she shall have final authority for the University with respect to disposition of the matter. Although subject to the possible exercise of that authority, sanctions under this section shall be effective on the date specified in the written notice to the student.

## VII. The Appeal Process

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

1. **Composition:** Three members of the pools for Hearing Boards (minimum of one student and one faculty member; the third member may be a student, faculty or staff member) chosen by the Senior Vice President for Academic Affairs and Provost. Appellate panel members may not review a case for which they were on the original Board. A faculty or staff member shall be designated as presiding over the three-person panel.
2. **Authorized Dispositions of Appeals:**
  - a. If the appeal is found to have merit, the case will be referred back to the Student Conduct Administrator, or designated representative, to begin new proceedings.
  - b. If the appeal is found not to have merit, the original findings will be affirmed.

#### B. **Appellate Procedures**

1. Every student has the right to an appeal. The appeals board will only have access to the record of the original proceedings, written statements submitted by the parties, and any new evidence that the accused could not have reasonably acquired by the hearing date. Hearings shall not be conducted by the appellate body. The appeal will be to both substance and process. If there was a procedural error which reasonably could have impacted the decision during the hearing, a new hearing will be required. If the appeals board finds that a violation is not supported by a preponderance of the evidence while reading all evidence in the best light of the nonmoving party, the appeals board can order a rehearing. If the appeals board determines that the sanctions ordered were disproportionate to the findings, a rehearing is not required and the appeals board can simply modify the sanctions. In deciding appeals, the appeals board is allowed to make all logical inferences and must make any inferences in benefit of the nonmoving party.
2. A request for appeal and a written statement in support of the appeal must be submitted in writing to the Student Conduct Administrator, or designated representative, within the later of five working days after the original decision or the date sanctions become final. In exceptional cases, a student may request an extension by writing to the Student Conduct Administrator with a showing of good cause no later than two working days before the deadline; if a request is not granted by the next working day, the original deadline applies. The written statement in support of the appeal must be detailed and include a statement as to the grounds on which the appeal is being made, *e.g.*, the sanction is grossly disproportionate to the offense, the student was denied a fair hearing, new and significant evidence appeared which could not have been discovered by a properly diligent charged student or complainant before or during the original hearing and that could have changed the outcome of the hearing, that the finding of a violation was arbitrary and capricious, etc.

Failure to request an appeal in writing or to provide a written statement in support of the appeal will render the original decision final.

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

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

## VIII. Summary of Procedural Rights

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

21. As a complainant, to appeal a finding that the charged student did not violate the Code.
22. To notice and an opportunity to be heard when a charged student requests that the University void conduct records involving the victim.
23. To be informed, in writing, of the foregoing rights under the Code.

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

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

## **IX. Records of Conduct Proceedings**

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

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

## **X. Interpretation of the Code of Student Conduct**

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

## **XI. Revision of the Code of Student Conduct**

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

- A. The proposed changes are vetted among staff, students, and faculty internal to the conduct process, General Counsel, Provost Staff, Student Affairs senior leadership and the Student Affairs Committee of the Senate (SACS).
- B. SACS reviews and 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 2011-2012 academic year and is accurate and current, to the extent possible, as of April 2011. 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.

**UNIFIED CODE OF GRADUATE STUDENT ACADEMIC  
CONDUCT**

# UNIVERSITY CODE OF GRADUATE STUDENT ACADEMIC CONDUCT

## INTRODUCTION

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

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

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

## ARTICLE 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.NRG, 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 are considered “students.”
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 (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.
12. **“Honor Board Officer”** means a faculty or graduate student member of the Honor Board elected by their corresponding Honor Board colleagues to provide training to new Honor Board members and, in the case of faculty honor board officers, serve as chairs for Honor Board panel hearings.
13. **“Honor Board Hearing Panel”** means any person or persons authorized by the Dean’s Designee to determine in a particular situation whether a student has violated the Code and to recommend sanctions that may be imposed when a Code violation has been committed.
14. **“Instructor”** means any person who conducts classroom or teaching activities for Tulane University.
15. **“Member of the University Community”** means any person who is a student, Faculty, School Official, or any other person employed by Tulane University. A person’s status shall be determined by the Dean’s Designee.
16. **“Schools”** means the Schools of Architecture, Business, Continuing Studies, Liberal Arts, Medicine, Science and Engineering, and Social Work.
17. **“Tulane University”** or **“University”** here means collectively the Schools of Architecture, Business, Continuing Studies, Liberal Arts, Medicine, Science and Engineering, and Social Work.

## **ARTICLE II: CODE AUTHORITY**

1. The Dean’s Designee shall determine the composition of Honor Board Hearing Panels and Appellate Panels in a manner consistent with provisions of the Code, as well as which Honor Board Panel and Appellate Board Panel shall be authorized to hear each matter.
2. The Dean’s Designee shall develop procedures for the conduct of Honor Board Hearing Panels and Appellate Panel hearings that are not inconsistent with provisions of the Code.
3. Decisions made by an Honor Board Panel and/or Dean’s Designee shall be final, pending the normal appeal process as outlined in the Code.
4. Allegations of harassment shall be addressed under Tulane University’s harassment policy (<http://www.tulane.edu/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 she or he 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/her designee will determine the number of graduate students members needed from each School at the beginning of each fall term on a proportional enrollment basis of the participating schools for that academic year.
- ii. No student who has been convicted of a violation of the Code may serve in 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/her designee will determine the number of faculty members needed from each School at the beginning of each fall term on a proportional enrollment basis of the participating schools for that academic year.

d. Selection of Faculty Member Officers

One faculty member of the Honor Board from each participating School shall serve a one-year term as an officer of the board. Faculty members of the Honor Board shall elect one officer from each School on an annual basis, and shall work with the Schools to provide training to Honor Board members. The officers of the Honor Board may convene the Honor Board to review procedures, conduct training and/or for other official business.

3. Composition of Honor Board Hearing Panels

Panels shall be constituted from five (5) members of the Honor Board - three graduate students and two faculty.

One of the three student representatives must be an officer of the Honor Board, and at least one must be from the Accused Student's school (the officer may be from the Accused Student's school). Similarly, at least one of the faculty members must be an officer of the Honor Board, and at least one must be from the Accused Student's school. The faculty member who is an officer of the Honor Board shall serve as the Chairperson. The Honor Board Hearing Panel shall hear cases and determine the guilt or innocence of the Accused Student(s), and shall recommend appropriate penalties for implementation by the Dean's Designee.

4. Honor Board Hearing Panel Voting Rights

Students and faculty are voting members of the Honor Board Hearing Panel and have one (1) vote each.

## **ARTICLE VII: HONOR BOARD PANEL HEARINGS**

1. Purpose of Hearings

The purpose of the hearing is to provide the graduate student with an opportunity to be heard and to supply the Honor Board Hearing Panel with the relevant information necessary to reach a decision. It should be noted that a hearing is not a legal procedure and as such, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code proceedings. Polygraph tests are not admissible as evidence.

2. Hearing Date

The Honor Board will make every effort to process cases in a timely manner. The Chairperson will convene an Honor Board Hearing Panel to review the charges brought against the student. Every effort will be made to convene that hearing within ten (10) working days after the Accused Student has been apprised of the charges in writing.

3. End of the Semester Offenses

If the offense is reported at the end of the semester and an officer and a sufficient number of board members with appropriate representation from the student's school are unavailable to hear a case, the Dean's Designee may form an ad hoc panel composed of three faculty members (one from the student's school) and two students. If the case must be heard by an ad hoc panel, it will be heard as soon as possible and generally not later than fourteen working days after the end of final exams when feasible, unless the accused student asks to have the matter deferred until the beginning of next semester. If more than one student is accused in the same case and at least one of the Accused Students desires to postpone the hearing, it shall be deferred until the beginning of the next semester, unless any of the Accused Students is expected to graduate before the hearing is to take place. In either event, the hearing will generally take place within the ten (10) day period stipulated, when feasible.

4. Failure to Appear

If an Accused Student, having been duly notified, does not appear before an Honor Board Hearing Panel, the information in support of the charges shall be presented and the hearing shall proceed.

5. Testimony

If a person is called before an Honor Board Hearing Panel, the person is obligated to be completely honest because the charges against the Accused Student can result in suspension or expulsion from the University. It is every member of the University community's duty to ensure that the principles of the Code are upheld and that the procedures are properly followed.

6. Procedures for Honor Board Hearing Panel

- a. Honor Board hearings shall be conducted in private.
- b. The Chairperson shall preside over each Honor Board Hearing Panel. He or she shall see that an audio recording is made of all testimony. The Chairperson shall notify all participants of the date and time of the hearing within five working days after the Accused Student has been notified, when feasible. The Chairperson shall submit a written report of the hearing, accompanied by an audio recording of all testimony and a copy of all evidence presented, to the Dean generally within two working days after the hearing.
- c. There shall be a single record, such as an audio recording, of all Honor Board Hearings. Deliberations of an Honor Board Panel shall not be recorded. The record shall be the property of the School. The record shall be retained by the School only until all appeals have been exhausted or a determination has otherwise become final, or such longer period as may be required by law, rule or regulation.
- d. The Accused Student has the right to be assisted by an advisor of his or her choice (to be selected from a list of faculty familiar with the workings of the Honor Code). The Dean's Designee can provide the Accused Student with a list of potential advisors. The advisor must be a member of the University community and may not have an attorney-client relationship with the person advised. The Dean's Designee may not act as the Accused Student's advisor. The Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Honor Board Panel Hearing. A student who selects an advisor should insure that the advisor's schedule allows attendance at the scheduled date and time of the Honor Board Hearing Panel because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- e. Pertinent records, documents, and written statements may be accepted as information for consideration by an Honor Board Hearing Panel at the discretion of the Chairperson.
- f. All procedural questions are subject to the final decision of the Chairperson of the Honor Board Hearing Panel. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code proceedings.
- g. At the beginning of the hearing, the Chairperson shall read the charges against the Accused Student. Normally the complainant will give testimony first, followed by supporting witnesses, followed by the Accused Student and supporting witnesses, and then by other witnesses, if any. Any of the preceding may be recalled for further testimony if clarification is necessary. The Chairperson shall inform the Accused Student and any witnesses of the following before testimony begins:
  - i. False testimony given in a hearing is a violation of the Unified Code of Graduate Student Academic Conduct.
  - ii. All testimony given in an Honor Board hearing is to be held in the strictest confidence.
  - iii. All witnesses must be called to give substantive testimony rather than character testimony.
- h. The Accused Student may make a statement before the Honor Board, examine or dispute any evidence, make no statement, or decline to respond to any questions.
- i. The Complainant, the Accused Student, and any witnesses will be brought before the Hearing Panel independently and separately of one another to give testimony. If the Complainant and/or Accused Student in the hearing cannot be present, written testimony will be accepted.

- j. After hearing all evidence and witnesses in the case, the Honor Board Hearing Panel will vote to determine the guilt or innocence of the student based on whether it is more likely than not that the Accused Student violated the Code; a (simple) majority is necessary for a finding of guilty. All members of the Honor Board Panel vote and abstentions will be counted as votes of not guilty. No member of the Honor Board Hearing Panel will be allowed to vote unless he or she has been present to hear all the evidence in the case.
- k. If the Accused Student is judged not guilty, there will be no report of the case on his or her college record.
- l. If the Accused Student is found guilty of violating the Code, the Honor Board Hearing Panel will recommend sanctions.

7. Sanctions

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

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

Students should be aware that infractions of the Unified Code of Graduate Student Academic Conduct usually warrant a grade of a "WF" for the course and Honor Board probation of two semesters for a first offense. Students should also be aware that he/she 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 her or his students for as long as may be required by law, rules or regulations. The record shall include a copy of all evidence submitted to the hearing panel, the report of the Chairperson to the Dean's Designee, and the Dean's Designee's final action. Copies of the latter two documents shall be maintained in separate, permanent records of the Honor Board. The recording of the hearing should be preserved only until all appeals have been exhausted or such longer period as may be required by law, rule or regulation.
- b. From the permanent record, the Dean's Designee shall note in the school records any conviction and the sanction imposed. This information shall be available only to that student unless the student waives his or her right of exclusive access under the provisions of the Family Educational Rights and Privacy Act.
- c. Access to the audio recording and other information concerning a case during the process of adjudication shall be reserved for members of the Honor Board Panel or, if necessary, the Appeal Panel. The right to borrow these materials or copies of them from the school's records shall be restricted to the Honor Board Panel Chairperson, the Dean and Dean's Designee, and the Honor Board officer chairing the Appeal Panel. The original or one copy of all documents shall remain in the school's records at all times.

## ARTICLE IX: APPEALS

### 1. Appeal Process

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

2. Appellate Panel
  - a. The Dean's Designee shall convene a panel of three members of the Honor Board to form an Appellate Panel to review the student's request for appeal, including an officer of the board, who will serve as the Appellate Panel Chairperson, and one other student and one faculty of the board where the student and faculty can be from any School.
  - b. No member who heard the original case may serve on the Appellate Panel. If this Panel of three decides that an appeal should be granted, this panel will conduct the appeal hearing as soon as possible.
  - c. The review panel may uphold the original decision, alter the sanction, or set the decision aside and refer the case back to the Honor Board for a new hearing
3. Appellate Board Hearing Procedures
  - a. An appellate hearing is not a retrial, but rather a careful examination of points raised in a letter of appeal and is conducted in private.
  - b. Persons other than the three-member Appellate Panel who may be present during an appellate hearing include:
    - i. the Accused Student, who may state his or her reasons for appeal;
    - ii. material witnesses, who may appear if the accused is presenting new evidence;
    - iii. the Chairperson of the hearing panel that originally heard the case who shall summarize the case as heard by the panel and address the grounds for the appeal, and;
    - iv. additional appointees consistent with Article V, Section 8.
  - c. The Complainant in the original case should generally not be present, unless the accused presents new evidence, either through witness testimony and/or documentation.
  - d. All information presented or discussed at an Appellate Panel hearing shall be confidential.
  - e. All members of the Appellate Panel present for the appellate hearing shall receive a copy of all pertinent information and a copy of the student's document of appeal.
  - f. The Appellate Panel Chairperson shall ensure that an audio recording is made of all testimony and placed in the school's files. The record shall be the property of the School. The record shall be retained by the School only until either all appeals have been exhausted, or a determination has otherwise become final, or such longer period as may be required by law, rule or regulation.
  - g. An Accused Student shall present his or her document of appeal and may call material witnesses if new evidence is submitted.
  - h. The Appellate Panel Chairperson shall inform the accused student and any witnesses of the following before testimony begins.
    - i. False testimony given in a hearing is a violation of the Code.
    - ii. All testimony given in a hearing is to be held in the strictest confidence.
    - iii. All witnesses must be called to give substantive testimony rather than character testimony.
  - i. Pertinent records, documents, and written statements may be accepted as information for consideration by an Appellate Panel at the discretion of the Chairperson.
  - j. All procedural questions are subject to the final decision of the Chairperson of the Appellate Panel. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code proceedings.

k. The Appellate Panel shall deliberate in private and decisions of the Appellate Panel shall be by majority vote.

4. Appellate Decision

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

5. Records

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

6. Attending Classes During the Appellate Process

Students may continue to attend classes during the appeal process. In the most serious cases, involving expulsion from the University, if the original verdict is upheld under appeal, then no academic credit can be earned for the semester in which the student was notified by the Dean's Designee of the expulsion, nor for any further semester into which the appeal process might continue. If the decision to expel the student is upheld, he or she will be eligible for a tuition refund only for the semester(s) during which the appeal was ongoing.

7. Students Exonerated

Students exonerated as the result of the appeal process will have the original honor code verdict removed from his or her college record and any institutional financial aid that had been withdrawn as a result of the conviction will be retroactively reinstated.

## **AMENDMENTS AND REVISIONS**

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



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

## 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 Unified 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 peer's 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 above 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 above or this item, the committees at odds shall meet jointly to discuss the issue. The ultimate findings of the two committees shall be forwarded to the President of the University within ten days.

The Procedures on Grade and Other Academic Complaints apply to the 2011-2012 academic year and are accurate and current, to the extent possible, as of May 2010. The University reserves the right to change the information herein without prior notice, in accordance with established procedures. Refer to [http://www.studentaffairs.tulane.edu/judicial/documents/RulesRegs\\_07.pdf](http://www.studentaffairs.tulane.edu/judicial/documents/RulesRegs_07.pdf) for more information.

## **HARASSMENT POLICY**

Please go to <http://tulane.edu/studentaffairs/studentguide.cfm> for Tulane University's Harassment Policy.



# **COMPUTING SERVICES STUDENT POLICIES**

## STUDENT GUIDE TO COMPUTING SERVICES 2011-2012

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

### Freeman School Information Systems

#### Information Systems Support

Wayne Dolese  
Room 201D  
[wdolese@tulane.edu](mailto:wdolese@tulane.edu)

Kevin Ammentorp  
Room 201  
[kammen@tulane.edu](mailto:kammen@tulane.edu)

Jason McFarland  
Room 201C  
[jmcfar1@tulane.edu](mailto:jmcfar1@tulane.edu)

Jean Mouton  
Room 360  
[jmouton1@tulane.edu](mailto:jmouton1@tulane.edu)

#### LAN Administrator

Michael Harrison  
Room 300  
[mharris3@tulane.edu](mailto:mharris3@tulane.edu)

#### Web Administrator

Alicia Gillentine  
Room 358  
[alicia@tulane.edu](mailto:alicia@tulane.edu)

#### Director of Information Technology

Tom Gerace  
Room 351  
[tom@tulane.edu](mailto:tom@tulane.edu)

**MANAGEMENT TECHNOLOGY CENTER**  
**ROOM 201B AND ROOM 120,**  
**GOLDRING/WOLDENBERG HALL I**

The Management Technology Center (MTC) provides computer equipment and software for use by the students of the Freeman School. 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 - 8:00 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 students of the Freeman School. 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 of 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 of 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 computer disc, other removable media, or headphones. Information Systems staff do not have diskettes to sell or loan. Diskettes 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, and is the only software that is 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 our 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 5:00 p.m. The Help Desk telephone number is 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 provided space (a home directory) for the storage of files 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 diskette or 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, and 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.

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 TechNotes section of the Freeman Information Technology home page, located on the Freeman School's official website.

You are issued a mail system user account and password, 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 5:00 p.m. The Help Desk telephone number is 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.

Use your diskettes to make backup copies of your work. Save very important work to several diskettes.

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 is 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's Microsoft Student Select program and other purchase programs. See the "Software for Students" page on the university's main website.

## **VIRUS PROTECTION**

All MTC computers are equipped with virus-protection software. This software scans the hard disk and diskettes. If an infected diskette 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.

## **ACCOUNT DURATION**

Your Freeman network account will remain active and available for your use as long as you are a registered student in the business 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://alumni.tulane.edu/stayintouch/emailforlife.html> for more information.

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

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 students, faculty, and staff of the school. 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.

# **MEDIA SERVICES STUDENT POLICIES**

# Media Services Student Policies

Room: 261, G/W I

Regular Hours<sup>1</sup>: 8 a.m. - 10 p.m., Monday - Friday

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

Telephone extension: x5670

## Staff

William Hydrick, Director

Mike Ougel, Assistant Director

Sarah Hava'Valley, Producer

## Purpose of Media Services

Media Services provides audio/visual 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 audio/visual 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 not 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. A copy of the request form has been attached for your convenience. 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 audio/visual 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.

## Audio/Visual Equipment

### Multimedia Classrooms:

All nine classrooms in Goldring/Woldenberg Hall I are equipped with a ceiling mounted projector and an Intel Pentium 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.

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<sup>1</sup> The office door locks at 5:00 p.m. daily. Workers will be in the building during office hours, but may not be in the office.

Each room is also equipped with a combination Stereo DVD/VHS videocassette and a Remote Point Navigator (for use with PowerPoint only).

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 GWH classroom.

**IMPORTANT NOTE:** *Use of equipment in classrooms requires prior room reservation with Graduate Programs. 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 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 the device.
- A 35mm slide projector is available. Included with the projector is 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 break-out rooms (GW2 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 a historical record of a speaker or presentation. It is not an excuse to skip 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 on going 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 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 the media services office. 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 Service 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 computer disc. 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 put on the TargetVision system. The nature of an emergency message shall be made at the sole discretion of the director of media services.

# **CAREER MANAGEMENT CENTER**

# CAREER MANAGEMENT CENTER STUDENT CODE OF ETHICS

The Career Management Center (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 to adhere to the code of ethics and conduct 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, a candidate 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:**

### **1. 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 Student Code of Ethics and they can be blocked from the CMC services until the information is corrected. They also understand they may be subject to disciplinary action, including expulsion or being prohibited from using the CMC services.

### **2. 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.

### **3. 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.

#### **4. 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 of Business in the ranking surveys which ultimately affects all students.

## **Career Management Center 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, one 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 the 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 of Business.

### **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 Career Management Center, 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](mailto: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.



# **SERVICES FOR STUDENTS WITH DISABILITIES**

## 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 respective needs and rights and to ensure that they have an equal opportunity to participate in the university community.

Tulane's diverse population includes otherwise-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 their non-disabled peers. To provide students with disabilities every opportunity for educational exploration and to demonstrate their talents and intellectual abilities 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 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 staff may be contacted by telephone at (504) 862-8433, or in person between 8:30 a.m. and 5:00 p.m., Monday through Friday. Additionally, information may be accessed via the internet at <http://tulane.edu/studentaffairs/erc/>. ODS works in partnership with students, faculty, and staff to develop successful strategies for maximizing academic achievement and participation in extracurricular activities and programs. For those students requiring testing accommodations, ODS offers the Special Exam Testing Center, which operates Monday through Thursday from 8:00 a.m. to 8:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m.

Students with disabilities who believe that they require reasonable accommodations must register with ODS as soon as possible and follow all documented procedures for requesting accommodations. Because current clinical documentation is required before ODS can consider any requests for reasonable accommodation, newly matriculating students with disability-related needs should contact ODS and submit all necessary forms and supporting documentation prior to 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. ODS can help students articulate their needs, engage with students in an interactive discussion about possible accommodations, and can assist students in communicating any approved accommodations to instructors or staff. Ultimately, students remain responsible for complying with ODS and university procedures and for ensuring that the university is aware of the need for accommodative services.

Any student with specific questions about procedures and policies should contact ODS by telephone at (504) 862-8433. 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.

# **CONFIDENTIALITY/PRIVACY**

## **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 Office of Student Affairs.

## **PLACES TO KNOW**

## PLACES TO KNOW

**ADVISING:** For advising, counseling, and information about degree requirements, consult Stephen Estrada, Director of Professional Education, in the Office of Graduate Programs, Suite 4113, G/W II. He may be reached at 865-5402 or [sestrada@tulane.edu](mailto:sestrada@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/mfin/neworleansmfin.php>, the Freeman School e-mail system, the student mailboxes and the bulletin boards and video monitors in G/W I and II. Please read your e-mail daily.

**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 its student-produced research and trades under the ticker symbol "HYBUX." Each semester we present a weekend analyst workshop that includes presentations 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 in 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 35,000 individual and institutional investors, and are also available online at [www.Burkenroad.org](http://www.Burkenroad.org). Since the program's inception in 1993, more than 500 students have graduated on to careers in the investment field. For details, contact Peter Ricchiuti at (504) 862-8489 or Marie Daigle at (504) 862-8496.

**CAREER MANAGEMENT CENTER:** A professional staff and a multitude of resources are available to assist and guide students through all aspects of the career planning process. The Career Management Center (CMC) provides support for students' career development and job search through individual counseling and 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. Registration of student information into the database will be discussed during orientation. The CMC is located on the 3rd floor, 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 the website at <http://www.hiretulanebiz.com> or call (504) 865-5417.

**CLASSROOMS:** Both Goldring/Woldenberg Hall I and Goldring/Woldenberg Hall II have 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:** Educational Resources and Counseling (ERC) is in the Mechanical Engineering Building. 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 865-5113, #1 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.

**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 Mechanical Engineering Building.

**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 MBA, PMBA, MACCT, MNRG, MRISK, and MFIN programs. Program 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.

**ID CARDS:** Your Tulane Splash Card is magnetically encoded to allow you access to the Breakout Rooms in G/W II. You will also need your ID to enter Turchin Library and 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.

**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, New Venture Planning: Practice of Management IV, and Venture Capital and Private Equity. The Tulane Family Business Center offers five yearly programs, including a wealth management seminar and an awards reception, 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; 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 three student-run clubs: The Freeman Consulting Group, Net Impact, and the Tulane Entrepreneurs Association (TEA). The Freeman Consulting Group is comprised of a team of seasoned MBA students who are dedicated to working with small businesses and not for profits by assisting them with assessing and resolving business challenges within their company or organization. These companies have included: The New Orleans Children’s Museum, The St. Bernard Project, and The Sankofa Market of the lower 9<sup>th</sup> ward in New Orleans. TEA runs the annual Tulane Business Plan Competition, which is open to college students throughout the USA and abroad and awards over \$50,000 in cash to the best Social Entrepreneurship plan in two separate tracks: Business Entrepreneurship and Social Entrepreneurship. 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, 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>.

Regular semester hours are as follows:

Monday – Thursday	8:30 a.m. - 11 p.m.	Saturday	Noon - 7 p.m.
Friday	8:30 a.m. - 7 p.m.	Sunday	Noon - 11 p.m.

Hours will vary during university holidays, the summer, and between semesters. These hours will be posted on the Freeman Website and to the right of the main entrance.

**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 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 Infrastructure Services (TIS). Check your mail each time you are in the building. Additionally, each student will be given a mailbox. General information bulletin boards and mailboxes for each 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 TECHNOLOGY CENTER (MTC):** The Management Technology Center (MTC) computer labs, located in Rooms 201 and 120 of G/W I, house computers for student use. Pentium-class multimedia workstations are available which 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 ID cards are required to gain entry.

**MEDIA SERVICES:** Located in Room 261, G/W I, Media Services provides a wide range of audio/visual equipment and support for class presentations. We have equipped all our classrooms with ceiling mounted projectors, a Windows based computer, stereo DVD/VHS videocassette player, and a variety of the latest presentation technology. We provide video recording services for taping both class presentations and simulated job interviews in our 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 865-5670 for additional information.

**OFFICE OF DISABILITY SERVICES (ODS):** Located in the Center for Educational Resources and Counseling in 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.

**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. Classes include but are not limited to risk management, fundamental and technical trading, energy trading, and financial modeling. State-of-the-art technology and software, including Thomson Reuters 3000Xtra, Trading Technologies X\_Trader software, and Logical Information Machines (LIM) software, allow for new instructional and experiential learning methodologies, broadening students' skills to include not only academic but also practical applications.

**TRANSCRIPTS:** To request a transcript, visit the Registrar's Office in Room 110 in Gibson Hall. For order forms and additional information visit their Website at [http://registrar.tulane.edu/transcript\\_requests](http://registrar.tulane.edu/transcript_requests).

**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 the Card Services office in Bruff Commons at 865-5712.



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