

**INTERNATIONAL EXECUTIVE
MASTER OF BUSINESS ADMINISTRATION**

CLASS 2009-2011

HANDBOOK

*Goldring Institute
for International Business*

A. B. Freeman School of Business ■ Tulane University

A. B. FREEMAN SCHOOL OF BUSINESS MISSION STATEMENT

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

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

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

ACADEMIC POLICIES AND PROCEDURES

GRADING SYSTEM

GRADING SYMBOLS

The graduate programs in the Freeman School use the grading system with the following quality point equivalents:

Quality: *Passing*

Quality: *Failing*

Quality: *Other*

Grade	Quality Points	Grade	Quality Points	Grade	Quality Points
A	4.000	F	0.000		
A-	3.667			I	Incomplete; not counted in grade-point average
B+	3.333	U	Unsatisfactory; not counted in grade-point average and not counted in earned hours		
B	3.000				
B-	2.667				
C+	2.333				
C	2.000			IP	In Progress; not counted in grade-point average
C-	1.667	UW	Unofficial Withdrawal; counts in grade point average as a failing grade and earns no quality points		
D+	1.333				
D	1.000				
D-	0.667				
P	Passing; not counted in grade-point average and not counted in earned hours	WF	Withdrawn Failing; counts in grade point average as a failing grade and earns no quality points	W	Withdrawn; not counted in grade-point average

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 C or better; however, grades of C must be offset with higher grades to meet the graduation requirements. **Students must maintain an *overall* grade point average of 3.0 in all graduate-level courses taken at the Freeman School to earn a Master of Business Administration degree.**

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 the grade of I (incomplete). The student then has three months to complete the requirements for course credit. Once a grade of I is assigned, it remains on the official transcript beside the final grade received.

REPEATING COURSES

Graduate credit is earned on all Freeman courses in which a grade of C 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, both grades contribute to the grade point average. Elective courses do not need to be repeated, but the credit hour and grade point average requirement for graduation must be met.

GRADE POINT AVERAGE

In order to graduate, students are required to earn a grade point average of at least 3.00 on *all* graduate-level course work attempted in the International Executive Master of Business Administration program at the Freeman School. In some cases, meeting this graduation requirement may require taking more than the expected 18 hours of course work. Please be sure to discuss these requirements with your program director.

PROBATION

A student who fails to attain a cumulative GPA of at least 2.67 after completing six credit hours (two courses) is placed on academic probation. The terms of such probation will vary depending on the particular circumstances and will be established by the Faculty Advisory Committee. These terms ordinarily will include a requirement that the student raise his or her GPA to a specific level, and may include a requirement to take specific courses and achieve specified levels of performance in those courses. Probation conditions may include restrictions on maximum or minimum course loads. Students may not receive the grade of I (incomplete) while on probation.

DISMISSAL

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

RIGHT OF APPEAL

A student who receives a letter of dismissal from the International Executive Master of Business Administration program has the right to appeal the dismissal to the Faculty Advisory Committee. An appeal petition stating the basis for the appeal should be submitted in writing to the program director, who will forward it to the Faculty Advisory 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 Faculty Advisory 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. A student who is reinstated following a successful appeal of dismissal is placed on probation.

LEAVE OF ABSENCE

A student in good academic standing may choose not to register for coursework in a given semester and still remain in the International Executive Master of Business Administration program. The student must notify the program director 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 program director.

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 International Executive Master of Business Administration program. 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 Faculty Director of the International Executive Master of Business Administration program 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 International Executive Master of Business Administration program.

CLASS ATTENDANCE/MEDICAL EXCUSES

Students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors should establish policies for attendance 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.

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 from the program director.

FINANCIAL AND OTHER REQUIREMENTS

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

PARTICIPATION IN COMMENCEMENT POLICY

Commencement ceremonies are held in May. 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 at Tulane as well as his or home institution by the close of spring semester 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.

APPENDICES

UNIVERSITY CODE OF GRADUATE STUDENT ACADEMIC CONDUCT

Introduction:

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

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

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

Article 1 – Definitions:

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

1. **“Accused Student”** means any graduate student accused of violating the Code.
2. **“Appellate Panel”** means any person or persons from the Honor Board authorized by the Dean's Designee to consider an appeal either of an Honor Board Hearing Panel's determination or of the sanctions imposed in a particular situation.
3. **“Chairperson”** means the Chair of an Honor Board Hearing Panel or Appellate Panel. The Chairperson must be a faculty officer of the Honor Board, and is appointed from all Honor Board officers by the Dean's Designee.
4. **“Code”** means this Unified Code of Graduate Student Academic Conduct.
5. **“Dean's Designee”** means a School Official authorized by the Dean to coordinate Honor Board proceedings and impose sanctions upon any student(s) found to have violated the Code. In most cases, the Designee will be an Associate Dean of the School.
6. **“School Official”** means any person employed by a School to perform administrative or professional responsibilities.
7. **“Complainant”** means any person who submits a charge alleging that a student violated the Code.
8. **“Dean”** means the Dean of the School in which the Accused Student is enrolled.

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

Article II – Code Authority:

1. The Dean’s Designee shall determine the composition of Honor Board Hearing Panels and Appellate Panels in a manner consistent with provisions of the Code, as well as which Honor Board Panel and Appellate Board Panel shall be authorized to hear each matter.
2. The Dean’s Designee shall develop procedures for the conduct of Honor Board Hearing Panels and Appellate Panel hearings that are not inconsistent with provisions of the Code.
3. Decisions made by an Honor Board Panel and/or Dean’s Designee shall be final, pending the normal appeal process as outlined in the Code.
4. Allegations of harassment shall be addressed under Tulane University’s harassment policy (<http://www.tulane.edu/~fachand/>). Allegations of research fraud shall be addressed under Tulane University’s fraud in research policy (<http://www.tulane.edu/~fachand/>). All other policies regarding student life

(e.g., alcohol policy) are covered under the Code of Student Conduct (<http://studentaffairs.tulane.edu/judicial/CodeofStudentConduct.pdf>).

5. Members of the Honor Board shall elect one officer from each School on an annual basis, and shall work with the Schools to provide training on Honor Board membership requirements, rules, and regulations to Honor Board members.

Article III – Proscribed Academic Conduct:

1. Jurisdiction of the Unified Code of Graduate Student Academic Conduct

The Code shall apply to academic conduct of each student from the time of application for admission through the actual awarding of a degree, even though academic conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment, and even if the academic conduct is not discovered until after a degree is awarded. The Code shall also apply to a student's academic conduct even if the student withdraws from school while a disciplinary matter is pending.

2. Violations of the Unified Code of Graduate Student Academic Conduct

Any student behavior that has the effect of interfering with education, pursuit of knowledge, and/or a fair evaluation of a student's performance is considered a violation of the Code's proscribed academic conduct. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in this Code. The following are defined as academic conduct violations under the code:

- a. **Cheating** -- Giving, receiving, or using, or attempting to give, receive, or use unauthorized assistance, information, or study aids in academic work, or preventing or attempting to prevent another from using authorized assistance, information, or study aids. Consulting with any persons other than the course professor and teaching assistants regarding a take-home examination between the time the exam is distributed and the time it is submitted by the student for grading. Students should assume the exam is closed book; they may not consult books, notes, or any other reference material unless explicitly permitted to do so by the instructor of the course.
- b. **Plagiarism** -- Unacknowledged or falsely acknowledged presentation of another person's ideas, expressions, or original research as one's own work. Such an act often gives the reader the impression that the student has written or thought something that he or she has in fact borrowed from another. Any paraphrasing or quotation must be appropriately acknowledged. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Please consult any of the available references on acknowledging sources in academic work for more information on documenting sources.
- c. **Fabrication** -- Submission of contrived or altered information in any academic exercise.
- d. **False Information** -- Furnishing false information to any University official, instructor, or University office relating to any academic assignment or academic issue.
- e. **Unauthorized collaboration** -- Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.
- f. **Multiple submission** -- Presentation of a paper or other work for credit in two distinct courses without prior approval by both instructors.
- g. **Sabotage** -- Destroying or damaging another student's work, or otherwise preventing such work from receiving fair graded assessment.

- h. **Unfair advantage** -- Any behavior disallowed by an instructor that gives an advantage over other fellow students in an academic exercise.
- i. **Facilitation of academic dishonesty** -- Knowingly helping or attempting to help another student violate any provision of the Code.
- j. **Tampering with academic records** -- Misrepresenting, tampering with, or attempting to tamper with any portion of a student's academic record.
- k. **Improper disclosure** -- Failure of an Honor Board member, witness, or participant in an Honor Board hearing to maintain strict confidentiality concerning the identity of students accused of Honor Code violations.

Article IV – Responsibilities:

1. Instructors

All instructors shall foster an environment which encourages adherence to the principles of honesty and integrity. Each instructor shall give specific directions concerning the nature of examinations and assignments, stating, for example, when collaboration is permissible. Each instructor shall be familiar with the principles and procedures of the Code. He or she shall report all suspected violations so that, for example, repeat offenders can be detected. Each instructor shall also appear and testify when called upon to do so by the Honor Board. Failure to do so will be considered a violation of the Code, absent compelling reasons for failure to appear and testify when called upon by the Honor Board.

2. Students

As with similar Honor Codes at their former undergraduate institutions, all graduate students are expected to adhere to the principles of the Code. All academic work must be the result of the student's own efforts, except when collaboration has been explicitly allowed. If a student is unsure how a particular assignment is affected by the Code, it is his or her responsibility to consult the Instructor. This applies not only to the student's own behavior, but also to the behavior of others.

Article V – Reporting Violations and Preparing for a Hearing:

1. Reporting Suspected Violations

Any member of the University community may file charges against a student for violations of the Code. A charge shall be prepared in writing and directed to the Dean of the Accused Student's School. Any charge should be submitted as soon as possible after the Complainant becomes aware of the relevant events or challenged actions and/or complained of actions, preferably within five (5) working days of the alleged violation.

2. Copy of the Charges

If a violation of the Code is suspected, the Dean will appoint a designee (Dean's Designee) who will provide the Accused Student with a copy of the formal charge in writing: the nature and occasion of the alleged violation, the name of the Complainant, copies of the documents pertinent to the allegation and a copy of the code within five (5) working days or as soon as is practical.

3. Dean's Designee's Initial Review

If alleged violation of the Code has been reported, the Dean's Designee shall review the charge to confirm that the charge being made falls within the scope of this Code and that all documents have been prepared according to its provisions. This review should generally take place within two (2) working days of the Dean's Designee's receipt of the charge when feasible.

If, in the considered opinion of the Dean's Designee, the charge is improper and should not be taken to a hearing, that decision should generally, when feasible, be communicated to the Accused Student and Complainant within five (5) working days, the latter of whom retains the right to have the Dean's Designee's decision reviewed by the Dean.

4. Accused Student's Review

If the charge is brought to a hearing, the Accused Student will be allowed five (5) working days to prepare his or her case; an extension to this period may be granted by the Dean's Designee, if deemed necessary.

5. Administrative Disposition

If the Accused Student (or Accused Students) in the case informs the Dean's Designee that he or she plans to plead guilty, the Accused Student may waive the hearing and the penalty for violating the Code will be a grade of WF on the relevant course and one semester of honor board probation, assigned by the Dean's Designee. The Accused Student must also sign a statement acknowledging the violation and the penalty, and in the case of a Code violation involving multiple students, the signed statement will become part of the record in the hearing for any of the other students that do not plead guilty. A student may elect this option only if he or she has no prior convictions and if the violation, in the opinion of the Dean's Designee, would not likely result in suspension from the University if the student were to appear before a Hearing Panel. Administrative disposition of the case will appear on the Accused Student's record as a violation of the Code.

6. Witnesses

The Honor Board Panel Chairperson shall consult with the Complainant and the Accused Student, if necessary, to ascertain what witnesses should be called in the Hearing, to make sure that all concerned understand the workings of the Code.

7. Right to an Advisor

The Accused Student has the right to be assisted by an advisor of his or her choice (to be selected from a list of faculty familiar with the workings of the Honor Code). The Dean's Designee can provide the Accused Student with a list of potential advisors. The Dean's Designee may not act as the Accused Student's advisor. The advisor may not have an attorney-client relationship with the person advised. The Accused Student is responsible for presenting his or her own information, and therefore, an advisor is not permitted to speak or to participate directly in any Honor Board hearing. A student who selects an advisor should insure that the advisor's schedule allows attendance at the scheduled date and time of the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

8. Students with Physical Impairments

An Accused Student with a physical impairment that may impact her or his ability to effectively participate in a Hearing or Appellate Panel (e.g., hearing impairment) may request additional assistance through the Dean's Designee. The Dean's Designee, in consultation with the Manager of Disability Services at the Center for Educational Resources & Counseling (ERC), will determine the appropriate accommodations, if any.

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

1. Composition of the Honor Board

The Honor Board is composed of persons selected by the procedure below who may from time to time be asked to serve on an Honor Board Panel. The Honor Board shall consist of approximately forty (40) graduate students and twenty-five (25) faculty from the Schools. It shall be a goal to select representation proportional to enrollment

from the Schools (as defined below) whenever possible. The Dean shall have the right to nominate, suspend, or remove any member of the Honor Board from his or her School.

2. Selecting New Members and Officers of the Honor Board

a. Selection of Graduate Students

- i. New graduate student members of the Honor Board shall be appointed by the Dean in consultation with the relevant graduate student governing body in each School. The Sr. Vice President for Academic Affairs, or his or her designee, will determine the number of graduate students members needed from each School at the beginning of each fall term on a proportional enrollment basis of the participating schools for that academic year.
- ii. No student who has been convicted of a violation of the Code may serve on the Honor Board.

b. Selection of Student Officers

One graduate student member of the Honor Board from each participating School shall serve a one-year term as an officer of the Honor Board. Selection of the officers will be made each spring by vote of the continuing members of the Honor Board. The officers of the Honor Board may convene the Honor Board to review procedures, conduct training, and/or for other official business.

c. Selection of Faculty Members

Faculty members of the Honor Board shall be chosen by the Dean of their schools and will serve two-year terms. The Sr. Vice President for Academic Affairs, or his or her designee, will determine the number of faculty members needed from each School at the beginning of each fall term on a proportional enrollment basis of the participating schools for that academic year.

d. Selection of Faculty Member Officers

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

3. Composition of Honor Board Hearing Panels

Panels shall be constituted from five (5) members of the Honor Board - three graduate students and two faculty. One of the three student representatives must be an officer of the Honor Board, and at least one must be from the Accused Student's school (the officer may be from the Accused Student's school). Similarly, at least one of the faculty members must be an officer of the Honor Board, and at least one must be from the Accused Student's school. The faculty member who is an officer of the Honor Board shall serve as the Chairperson. The Honor Board Hearing Panel shall hear cases and determine the guilt or innocence of the Accused Student(s), and shall recommend appropriate penalties for implementation by the Dean's Designee.

4. Honor Board Hearing Panel Voting Rights

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

Article VII – Honor Board Panel Hearings:

1. Purpose of Hearings

The purpose of the hearing is to provide the graduate student with an opportunity to be heard and to supply the Honor Board Hearing Panel with the relevant information necessary to reach a decision. It should be noted that a hearing is not a legal procedure and as such, formal rules of process, procedure, and/or technical rules of evidence,

such as are applied in criminal or civil court, are not used in Code proceedings. Polygraph tests are not admissible as evidence.

2. Hearing Date

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

3. End of the Semester Offenses

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

4. Failure to Appear

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

5. Testimony

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

6. Procedures for Honor Board Hearing Panel

- a. Honor Board hearings shall be conducted in private.
- b. The Chairperson shall preside over each Honor Board Hearing Panel. He or she shall see that an audio recording is made of all testimony. The Chairperson shall notify all participants of the date and time of the hearing within five working days after the Accused Student has been notified, when feasible. The Chairperson shall submit a written report of the hearing, accompanied by an audio recording of all testimony and a copy of all evidence presented, to the Dean generally within two working days after the hearing.
- c. There shall be a single record, such as an audio recording, of all Honor Board Hearings. Deliberations of an Honor Board Panel shall not be recorded. The record shall be the property of the School. The record shall be retained by the School only until all appeals have been exhausted or a determination has otherwise become final, or such longer period as may be required by law, rule, or regulation.
- d. The Accused Student has the right to be assisted by an advisor of his or her choice (to be selected from a list of faculty familiar with the workings of the Honor Code). The Dean's Designee can provide the Accused Student with a list of potential advisors. The advisor must be a member of the University community and may not have an attorney-client relationship with the person advised. The Dean's Designee may not act as the Accused Student's advisor. The Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Honor Board Panel Hearing.

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

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

7. Sanctions

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

- a. Probation, signifying that a student is not in good standing for a specified length of time and a student cannot graduate while on probation.
- b. Lowering of a grade to zero, for an assignment or test; the Honor Board may stipulate that if a student chooses to withdraw from a course after receiving a grade sanction for an Honor Code violation, the student's record will reflect a grade of "WF" for the course in which the sanction was assessed.
- c. A grade of "WF" in a course.
- d. Suspension from the University for a period of time.

- e. Expulsion from the University.
- f. Admission to or a degree awarded by any School within Tulane University may be revoked for violation of the Code.
- g. More than one of the sanctions listed above may be imposed for any single violation.

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

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

Article VIII – Duties of the School:

1. Records

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

Article IX – Appeals

1. Appeal Process

- a. A student may appeal a decision of the Honor Board Hearing Panel or the Dean’s Designee on one or more of the following grounds: procedural error, new evidence, and/or inappropriateness of sanction.
 - i. **Procedural error** is defined as any violation of the procedures stated in this Code.
 - ii. **New evidence** is defined as testimony or documentation not previously introduced that is directly relevant to the charges heard during the hearing and which merits consideration in light of its potential effect upon the outcome.

iii. **Inappropriateness of sanction** means the sanction is excessive for the violation of the Code.

- b. An accused student who wishes to request an appeal of a decision of the Honor Board Hearing Panel may do so by notifying in writing the Dean's Designee within seven (7) working days after being notified of the Dean's Designee's decision, except when the appeal is on the basis of new evidence, in which case more time may be granted by the Dean's Designee. Students requesting an appeal on the basis of new evidence may, with the permission of the Dean's Designee, listen to a copy of the audio recording of the original hearing in the presence of an officer of the Honor Board. Access to the recording will not be provided to any other individual.
- c. The appeal document must be in writing and must provide evidence of procedural error, excessive sanction, and/or new evidence.

2. Appellate Panel

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

3. Appellate Board Hearing Procedures

- a. An appellate hearing is not a retrial, but rather a careful examination of points raised in a letter of appeal and is conducted in private.
- b. Persons other than the three-member Appellate Panel who may be present during an appellate hearing include:
 - i. the Accused Student, who may state his or her reasons for appeal;
 - ii. material witnesses, who may appear if the accused is presenting new evidence;
 - iii. the Chairperson of the hearing panel that originally heard the case who shall summarize the case as heard by the panel and address the grounds for the appeal, and;
 - iv. additional appointees consistent with Article V, Section 8.
- c. The Complainant in the original case should generally not be present, unless the accused presents new evidence, either through witness testimony and/or documentation.
- d. All information presented or discussed at an Appellate Panel hearing shall be confidential.
- e. All members of the Appellate Panel present for the appellate hearing shall receive a copy of all pertinent information and a copy of the student's document of appeal.
- f. The Appellate Panel Chairperson shall ensure that an audio recording is made of all testimony and placed in the school's files. The record shall be the property of the School. The record shall be retained by the School only until either all appeals have been exhausted, or a determination has otherwise become final, or such longer period as may be required by law, rule, or regulation.
- g. An Accused Student shall present his or her document of appeal and may call material witnesses if new evidence is submitted.
- h. The Appellate Panel Chairperson shall inform the accused student and any witnesses before testimony begins of the following:
 - i. False testimony given in a hearing is a violation of the Code.

- ii. All testimony given in a hearing is to be held in the strictest confidence.
- iii. All witnesses must be called to give substantive testimony rather than character testimony.
- i. Pertinent records, documents, and written statements may be accepted as information for consideration by an Appellate Panel at the discretion of the Chairperson.
- j. All procedural questions are subject to the final decision of the Chairperson of the Appellate Panel. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code proceedings.
- k. The Appellate Panel shall deliberate in private and decisions of the Appellate Panel shall be by majority vote.

4. Appellate Decision

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

5. Records

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

6. Attending Classes During the Appellate Process

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

7. Students Exonerated

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

Amendments and Revisions:

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

TULANE UNIVERSITY CODE OF STUDENT CONDUCT

Preamble:

Tulane University, as a community dedicated to learning and the advancement of knowledge, expects and requires of all of its students behavior 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, or marital status. Nor will it tolerate acts of hazing against individuals or groups or discrimination against its members 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 and acknowledges the right of the University to take disciplinary action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive.

I. Sources and Lines of Authority

The authority over student behavior, academic and nonacademic, 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 for control rests with the Dean of faculty of the college or school. Classroom examinations, tests, and written assignments are conducted under the University Code of Graduate Student Academic Conduct.
- 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 (Uptown Campus) and Senior Vice President for Health Sciences (Downtown Campus). The Senior Vice President for Academic Affairs and Senior Vice President for Health Sciences in turn delegates authority to the Vice President for Student Affairs and the judicial system of the University. The Vice President for Student Affairs is responsible for formulating appropriate procedures and regulations concerning student behavior and for the judicial consideration of violations.

II. Delegation of Authority to Special Groups and Officials

- A. Subject to review by the Vice President for Student Affairs and/or the Senate Committee for Student Affairs, authority for the supervision of specific phases of student conduct is delegated to certain recognized student organizations. The delegation of authority to an organization is made on the premise that there be a faculty or staff advisor for each such organization.

- 1) The Associated Student Body (ASB) Senate is composed of the elected officers of the Associated Student Body and delegates elected by the student bodies of the several colleges and schools. The ASB Senate represents the Associated Student Body in all matters of student government including conduct of campus elections. The ASB Senate also supervises ASB-recognized student organizations and recommends the approval of new student groups or the abolition of existing ones. Details covering ASB Senate activities are found in the Constitution of the Associated Student Body of Tulane University.
- 2) The Tulane Interfraternity and Panhellenic Councils, through their judicial committees, have powers of supervision over social fraternity and sorority member chapters. Specific regulations are published in the Tulane University Interfraternity and Panhellenic codes. Recommendations of the Interfraternity and Panhellenic Councils are subject to approval or modification by the Vice President for Student Affairs or designated representative. Violations of the Code may, at the discretion of the Vice President for Student Affairs or designated representative, be referred to the University judicial system for adjudication. Details covering Interfraternity and Panhellenic Council judicial committees are found in their respective Constitutions.

B. Authority for the supervision of specific phases of student conduct is delegated to certain University officials.

- 1) 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 (Uptown or Downtown). The recommendation of the respective Director of the Student Health Center, in consultation with the attending physician, is acted upon by a joint committee composed of the Vice President for Student Affairs as chairperson, the Director of the Student Health Center, and the Dean of the college or school in which the student is enrolled, or their designated representative(s).
- 2) The Vice President for Student Affairs or designated representative may suspend a student for an interim period, without prior notice, if there is evidence that the continued presence of the student on campus poses a threat to the student or to others or to the stability and continuance of normal University affairs. A student suspended on an interim basis will be scheduled by the chief judicial affairs officer or designated representative for a hearing before a Joint Hearing Board at the earliest possible time.
- 3) Violations of traffic regulations on the Tulane University campus are handled by the Department of Public Safety and are generally not considered to be disciplinary matters. If a student fails to cooperate with this office, he or she may be referred to the Vice President for Student Affairs or designated representative for disciplinary action.

III. Standards of Conduct Violations

A. 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, as do attempts to commit any of the following actions. Jurisdiction over violations of the Code of Student Conduct includes actions on University premises, at University sponsored events, or elsewhere when a substantial, identifiable interest of the University is concerned.

- 1) Causing physical harm or reasonable apprehension of physical harm.
- 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 such a manner that poses a potential hazard to the safety or health of others.
- 4) Unauthorized use and/or possession of any controlled substance or illegal drug.
- 5) Distribution or possession for the purpose of distribution of any controlled substance or illegal drug.
- 6) Use, possession, or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy.
- 7) Initiating or causing to be initiated any false report or warning of fire, explosion, or other emergency.
- 8) Improper use of safety, emergency, or firefighting equipment.
- 9) Furnishing false information to the University.
- 10) Acts of fraud or attempted fraud committed by forgery, by alteration or use of University documents, records, identification, or by other means.
- 11) Unauthorized access or use of computer equipment, networks, software, or data, including violation of the Tulane Computer Services policies.
- 12) Interference with the freedom of expression of others.
- 13) Theft of property or services, or knowing possession of stolen property.
- 14) Damage to the property of others.
- 15) Failure to comply with the directions of University officials, including campus police officers, acting in the performance of their duties.
- 16) Harassment or intimidation.
- 17) Lewd or obscene conduct.
- 18) Stalking: defined as behaviors or activities occurring on more than one occasion that collectively instill fear in the victim, and/or threaten his or her safety, mental health, or physical health.
- 19) Abusive or disorderly conduct.
- 20) Disorderly or disruptive conduct while under the influence of alcohol.
- 21) Hazing: defined as behavior that endangers the mental or physical health of a student as a condition for initial or continued affiliation with any group regardless of either the lack of intent to endanger the student or the student's own willingness to participate.
- 22) Sexual Misconduct: defined as nonconsensual sexual behavior which may occur as a result of force, threat, intimidation, or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.
- 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 a substantial, identifiable interest. (When a student charged with misconduct is also charged with an offense in a federal, state, or local court arising out of the same facts, the Vice President for Student Affairs may hold in abeyance the hearing on the misconduct charge pending the disposition of the federal, state, or local charges at the trial level. Conduct charges must be resolved before any Tulane transcript may be released or degree awarded. The attendance of classes during any abeyance of University adjudication shall in no event require the awarding of a degree.)
- 25) Violating the terms of any sanction imposed in accordance with the Code.

B. The following are some specific circumstances of standards of conduct violation that may be considered in 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 this Code may be punished as violators.
- 2) Student groups or organizations may be charged with violations of the Code. A student group or organization and its officers may be held collectively or individually responsible when violations of the Code by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. 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) Students may be accountable to local, state, or federal authorities and to the University for acts that constitute violations of the law and of the Code. Disciplinary action at the University may proceed during pending criminal proceedings and will not be subject to change on the ground that criminal charges involving the same incident have been dismissed or reduced.

IV. Sanctions

The following sanctions or other sanctions appropriate to the circumstances of a given case may be imposed, singly or in combination, for Code violations of standards of conduct. Circumstances that bear on the severity of the sanction may include the present demeanor and disciplinary record of the offender, the nature of the offense, and the extent of harm resulting from it.

- A. Fines.
- B. Restitution.
- C. Uncompensated University service.
- D. Verbal or written reprimand.
- E. 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.
- F. Disciplinary probation. The student is not in good standing and is sent a letter of warning that further acts of misconduct will be subject to further judicial action and may result in suspension or expulsion from the University. A copy of the notice will be sent to the Vice President for Student Affairs and the student's academic Dean.
- G. 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.
- H. Facility suspension. The student no longer has the privilege of entering and/or residing in a particular facility or building for a specified period of time or until a specific condition is met.
- I. Facility expulsion. The student has lost the privilege of entering and/or residing in a particular facility or building at any time.
- J. Suspension from the University. Suspension is defined as a complete separation from University activities, services, facilities, and grounds. Suspension may be of two types:
 - 1) Term suspension shall be for a specified time, not to exceed one year, after which the suspended student may return to the University.
 - 2) Conditional suspension shall stipulate that reentry to the community will be granted on the fulfillment of certain conditions by the student. Subject to fulfillment of the stipulated conditions, the suspension will be indefinite. The Vice President for Student Affairs will be notified that the conditions have been fulfilled. The Vice President for Student Affairs or designated representative reviews all recommendations of suspension. Suspension may be approved, altered, deferred, or withheld at the discretion of the Vice

President for Student Affairs or designated representative.

- K. Expulsion from the University. The student is permanently separated from the University. Permanent notification 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 (Uptown Campus), or Senior Vice President for Health Sciences (Downtown Campus), 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 or Senior Vice President for Health Sciences, or designated representative.

V. The Judicial System

The Code of Student Conduct applies to all students enrolled at Tulane University. If an enrolled student is charged with a violation of the Code, he/she may have to resolve the charge(s) before registering for a subsequent term or receiving a transcript or diploma. If a student is granted withdrawal from the University, including a retroactive one, he or she may still be required to resolve the charge(s) arising from an alleged violation of the Code while enrolled.

All proceedings under the Code are confidential. All proceedings and all documents generated by the process form a part of the charged student's records and are therefore confidential under the federal Family Educational Rights and Privacy Act. Participants in the process, including the charged, the complainant, witnesses, hearing board members, and staff members are advised to preserve the confidentiality of all proceedings and all documents under this Code. Any breach of confidentiality may subject the responsible party to charges under this Code.

A. Personnel

The personnel with responsibility to enforce the Code include the following officials and groups:

1) **Chief Judicial Affairs Officer**

The chief judicial affairs officer is appointed by the Vice President for Student Affairs. The chief judicial affairs officer 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 chief judicial affairs officer 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. Cases that are accepted are then referred to the appropriate judicial level. The chief judicial affairs officer or designated representative serves as the non-voting chair of Joint Hearing Boards and coordinates mediation efforts.

2) **Judicial Officers**

Judicial officers are appointed by the Vice President for Student Affairs. Judicial officers conduct disciplinary conferences on cases referred by the chief judicial affairs officer, serve as advisors to Student Hearing Boards, present cases before the Joint Hearing Board, and chair Joint Hearing Boards when directed by the chief judicial affairs officer.

3) **The Judicial Pools**

- a. The faculty judicial pool shall consist of 18 faculty members: six from the School of Liberal Arts, two each from the A. B. Freeman School of Business, the School of Science and Engineering, and the School of Continuing Studies; and, one each from the School of Architecture, the Graduate School, 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 (Uptown Campus) or Senior Vice President for Health Sciences (Downtown

Campus) and will serve three-year terms, staggered. New members of the judicial pool must attend an orientation on the standards of conduct, sanctions, and the judicial system.

- b. The student judicial pool shall be constituted in parallel numbers. Members will be appointed by their college or school Deans for two-year terms, staggered. If the pool lacks eight members who live in the residence halls, additional members will be appointed by the chief judicial affairs officer. New members of the judicial pool must attend an orientation on the standards of conduct, sanctions, and the judicial system.
- c. The staff judicial pool shall consist of nine staff members. Members will be appointed by the Vice President for Student Affairs for three-year terms, staggered. New members of the judicial pools must attend an orientation on the standards of conduct, sanctions, and the judicial system.

4) **Department of Housing and Residence Life Personnel**

The Director of Housing and Residence Life and other Housing and Residence Life staff members designated by the Director shall have responsibility for administering judicial proceedings, including disciplinary conferences, which relate to on-campus housing and involve resident students.

5) **Residential Review Board Pool**

The Residential Review Board Pool shall consist of eighteen students who presently reside in on-campus university housing. Student representation per housing area will be determined by the number of students residing in each housing area. Members will be nominated by the residents of each building and appointed by the Director of Housing and Residence Life or designated representative. Appointments are for one year. New members of the pool must attend an orientation session on the standards of conduct, sanctions, and the judicial system.

6) **Chair, Senate Committee on Student Affairs**

The Chair of the Senate Committee on Student Affairs or designated representative appoints members to the Appellate Panel for the Joint Hearing Board. The Chair or designated representative also appoints members to a judicial advisory committee when an appeal is submitted in the event a decision is made by the chief judicial affairs officer to refuse to hear a case.

B. **Procedural Due Process Rights**

1) **Procedural Review**

A student who is charged with a violation of the Code of Student Conduct is recommended to attend a procedural review with the chief judicial affairs officer or designated representative. The chief judicial affairs officer or designated representative reviews the case and determines whether it should be referred to a Joint Hearing Board. If the violation is less serious, the chief judicial affairs officer or designated representative will give the student a choice between having the case heard by a Student Hearing Board or a disciplinary conference.

The chief judicial affairs officer or designated representative reviews the charged student's procedural due process rights. These rights include, but are not limited to: access to his or her case file; right to have an advisor of his or her choice at the hearing selected from faculty, staff, or students of the University (such an advisor in no case shall be legal counsel or campus police officer); and, right to bring witnesses to the hearing.

2) **Procedural Review for Housing and Residence Life**

A resident student who is charged with a violation of residence hall policies, or charged with a violation of the Code which has not been referred to a Joint Hearing Board, will be asked to meet with a member of the

Residential Review Board or a staff member from the Department of Housing and Residence Life. The charged student will be granted a choice between having the case heard by a Residential Review Board or a disciplinary conference with a staff member from the Department of Housing and Residence Life. A member of the Residential Review Board or a staff member from the Department of Housing and Residence Life reviews the charged student's procedural due process rights. These rights include, but are not limited to: access to his or her case file; right to have an advisor of his or her choice at the hearing selected from faculty, staff, or students of the University (such an advisor in no case shall be legal counsel); and right to bring witnesses to the hearing.

C. **Hearings**

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

1) **Disciplinary Conferences**

Jurisdiction: Violations where the chief judicial affairs officer or designated representative has allowed a student to choose this disposition and the student has so chosen.

Heard by: Judicial affairs officer.

Sanctions: Any sanction or any combination of sanctions, except suspension or expulsion from the University.

2) **Student Hearing Boards**

Jurisdiction: Violations where the chief judicial affairs officer or designated representative has allowed a student to choose this disposition and the student has so chosen.

Composition: Three student members selected randomly from the student judicial pool. One student shall be designated as presiding by the chief judicial affairs officer or designated representative. A judicial affairs officer will advise and assist with the procedures of the hearing.

Sanctions: Any sanction or any combination of sanctions, except suspension or expulsion from the University. All decisions of Student Hearing Boards are recommendations to the chief judicial affairs officer or designated representative. Sanctions may be approved, altered, deferred, or withheld at the discretion of the chief judicial affairs officer or designated representative.

3) **Residential Review Boards**

Jurisdiction: Violations of residence hall rules and/or policies which fall outside the Code of Student Conduct where the Director of Housing and Residence Life or designated representative has allowed a student to choose this disposition and the student has so chosen, or the student has been referred directly to this disposition.

Composition: Three student members selected randomly from the Residential Review Board pool by the Director of Housing and Residence Life or designated representative. One student shall preside as chair. A fourth student selected from the Review Board pool may conduct a procedural review with the charged student. A staff member of the Department of Housing and Residence Life will advise and assist with the procedures of the hearing.

Sanctions: Any sanction or any combination of sanctions, except suspension or expulsion from the University. All decisions of the Residential Review Board are recommendations to the Director of Housing and Residence Life or designated representative. Sanctions may be approved, altered, deferred, or withheld at the discretion of the Director of Housing and Residence Life or designated representative. In situations

where the Board recommends residential relocation, facility suspension or expulsion, the sanction must be approved and signed by the Director of Housing and Residence Life or designated representative.

4) **Joint Hearing Boards**

Jurisdiction: Jurisdiction of such cases will be determined by the chief judicial affairs officer or designated representative.

Composition: Two student members, two faculty members, and one staff member selected randomly from the judicial pool, with the chief judicial affairs officer or designated representative serving as chair. Hearings may proceed with a quorum of three voting members, including one faculty member and one student member. The third member may be a student, faculty, or staff member.

Sanctions: The Joint Hearing Board may impose any sanction listed in the Code. Decisions made by this Board for suspensions are recommendations to the Vice President for Student Affairs or designated representative. Decisions made by this Board for expulsion are recommendations to the Senior Vice President for Academic Affairs (Uptown Campus) or Senior Vice President for Health Sciences (Downtown Campus), or designated representative.

D. **Hearing Procedures**

Unless otherwise specified, the following procedures are to be used in all hearings including disciplinary conferences:

- 1) Any person who is a member of the University community may file a complaint with the chief judicial affairs officer 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 chief judicial affairs officer, or designated representative, may refuse the case if there is 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 case, the individual or group bringing the charge(s) may appeal the decision to a judicial advisory committee composed of three members of the student/faculty judicial pools (minimum of one student member and one faculty member) appointed by the Chair of the Senate Committee on Student Affairs or designated representative. Appeals shall be decided upon the written statements submitted by the parties.

Complaints that are accepted and referred to hearing boards or disciplinary conferences are presented at the hearing by the complainant. In cases where the University is the complainant, a judicial affairs officer, or other University official, will present the case at the hearing.

- 2) The chief judicial affairs officer, or designated representative, will notify the charged student in writing of the charges at least five working days in advance of the hearing date and will inform the student of his or her procedural due process rights.
- 3) In exceptional or extraordinary circumstances and only after the approval of the chief judicial affairs officer, a complainant may give testimony in a campus hearing by means other than being in the same room with the charged student(s).
- 4) A student who fails to appear after proper written notice will be deemed to have waived his or her right to present a defense to the charges. Hearings will proceed in absentia.
- 5) Several students charged with the same misconduct occurring at the same time and place may be charged and their cases heard together. A severance may be granted to any one or all the students charged at the discretion of the chief judicial affairs officer or designated representative.

- 6) In Board hearings, the complainant and charged student may each challenge one Board member on the ground of personal bias. Board members should also disqualify themselves on these grounds.
- 7) The presiding officer shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person who disrupts a hearing may be excluded from the proceedings.
- 8) Each student who has filed a complaint and the student who has been charged may have an advisor of his or her choice selected from faculty, staff, or students of the University. Such an advisor in no case shall be legal counsel or campus police officer. The advisor may not participate in the proceedings except to advise the complainant or charged student.
- 9) All persons shall be asked to affirm that their testimony is truthful. Furnishing false information to the University may result in formal charges.
- 10) The charged student and the complainant shall be offered the opportunity to present their own witnesses and to question one another's witnesses.
- 11) Prospective witnesses shall be excluded from the hearing during the testimony of other witnesses. All parties and witnesses shall be excluded during Board deliberations.
- 12) The burden of proof shall be on the complainant, who must establish that the violation was committed by the charged student by clear and convincing evidence (not beyond a reasonable doubt). Formal rules of evidence shall not be applicable, nor shall harmless or technical procedural errors be grounds for appeal. All evidence reasonable people would accept in making decisions about their own affairs are admissible. Irrelevant or immaterial evidence will be excluded.
- 13) Final decisions of all Boards shall be by majority vote of all members present and voting.
- 14) Final decisions of all Boards may be accompanied by a brief written statement.
- 15) All hearings of a Joint Hearing Board will be taped for use in deliberation by the Board. Any tape recording may only be made by the presiding officer and shall be private. Recordings will be erased when the time limit for an appeal has expired or after an appeal.
- 16) In a Board hearing, a determination that the violation was committed by the charged student shall be followed by a supplemental proceeding in which the complainant, the charged, and appropriate University official may submit information or make statements concerning the appropriate sanction to be imposed. The past disciplinary record of the charged shall not be supplied to the Board prior to the supplementary proceeding.
- 17) Case referrals will result in the development of a disciplinary file in the name of the charged student, which shall be voided if the student is found to not be in violation of the charges. The file of those found to be in violation of any of the charges against them will be retained as a disciplinary record for five years from the date of the final disciplinary decision. Files of cases resulting in suspension or expulsion will be retained permanently. Disciplinary 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. 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.

E. Appellate Panels

1) Appellate Panel for Disciplinary Conferences and Student Hearing Boards

Jurisdiction: Appellate jurisdiction in Disciplinary Conferences or Student Hearing Boards cases.

Composition: Three members of the judicial pools (minimum of one student and one faculty member; the third member may be a student, faculty, or staff member) chosen by the chief judicial affairs officer or designated representative. Appellate panel members may not review a case in which they were on the original Board. One of the members shall be designated as presiding over the three-person panel.

Procedure: Appeals shall be decided on the record of the original proceedings and upon written statements submitted by the parties. New hearings shall not be conducted by the appellate body.

Authorized Dispositions of Appeals:

- a. If the appeal is found to have merit, the case will be referred back to the chief judicial affairs officer, or designated representative, to begin new proceedings on the same hearing level.
- b. If the appeal is found to have no merit, the original finding will be affirmed.

2) **Appellate Panel for Residential Review Board**

Jurisdiction: Appellate jurisdiction in Residential Review Board cases.

Composition: Three Residential Review Board members chosen from the judicial pool by the Director of Housing and Residence Life or designated representative. Appellate panel members may not review a case in which they were on the original Board. One student shall be designated as presiding over the three-person panel.

Procedures: Appeals shall be decided on the record of the original proceedings and upon written statements submitted by the parties. New hearings shall not be conducted by the appellate body.

Authorized Dispositions of Appeals:

- a. If the appeal is found to have merit, the case will be referred back to the Director of Housing and Residence Life, or designated representative, to begin new proceedings for a Residential Review Board.
- b. If the appeal is found to have no merit, the original finding will be affirmed.

3) **Appellate Panel for the Joint Hearing Board**

Jurisdiction: Appellate jurisdiction in Joint Hearing Board cases.

Composition: Three members of the judicial pools (minimum of one student and one faculty member; the third member may be a student, faculty, or staff member), chosen from the judicial pools by the Chair of the Senate Committee on Student Affairs. The faculty or staff member shall be designated as presiding over the three-person panel.

Procedure: Appeals shall be decided on the record of the original proceedings and upon written statements submitted by the parties. New hearings shall not be conducted by the appellate body.

Authorized Dispositions of Appeals:

- a. If the appeal is found to have merit, the case will be referred back to the chief judicial affairs officer, or designated representative, to begin new proceedings for a joint hearing board.
- b. If the appeal is found not to have merit, the original findings will be affirmed.

F. **Appellate Procedures**

1) Grounds for appeal are limited to the following situations:

- a. When a sanction is grossly disproportionate to the offense.
- b. When specified procedural error or errors in the interpretation of University regulations are so substantial as to deny the charged student a fair hearing.
- c. When new and significant evidence appears which could not have been discovered by a properly diligent charged student before or during the original hearing.

- d. When the evidence appears to suggest that the finding of a violation was arbitrary and capricious. An arbitrary and capricious finding would be one not supported by any evidence.
- 2) A request for appeal by the charged student must be submitted in writing to the chief judicial affairs officer, or designated representative, within four working days of the original decision. The student must also submit a written statement in support of the appeal to the chief judicial affairs officer within eight working days of the original decision. The written statement must include a statement as to the grounds on which the appeal is being made. Failure to request an appeal in writing or to provide a written statement in support of the appeal within the allotted time periods will render the original decision final.
The chief judicial affairs officer, or designated representative, will notify the complainant of the request for an appeal. Within four working days of the reception of the notice, the complainant may submit a written statement to be included in the case file. The appeal may proceed without the complainant's written statement if the complainant fails to submit it 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.

G. **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 should be considered when prior attempts at resolving conflicts have failed or when students need assistance in confronting issues. It is an alternative to filing formal charges. This process does not result in a disciplinary file.

- 1) The chief judicial affairs officer or designated representative will gather information about the conflict.
- 2) The chief judicial affairs officer or designated representative will contact students and invite their participation in mediation.
- 3) Mediators will be assigned and a mediation session will be scheduled.
- 4) At the session, the students will discuss the conflict, identify the issues, and together will strive to reach their own agreement.
- 5) The specifics of the agreement may be written and signed by the students. The students are responsible for upholding the agreement.
- 6) If the students fail to uphold the agreement, the original complaint or issue may be addressed by filing charges under the Code, as outlined above. As this is a confidential process, discussions during and outcomes of the mediation session are not admissible in a University hearing.

H. **Alcohol Policy Violation Sanctions**

Violation(s) of "Use, possession, or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy" (Code of Student Conduct, III.A.6.).

Sanctions:

- 1) First Violation
Minimum
 - a. Written reprimand.
 - b. Educational interventional.

Standard

Additional sanction(s) may be levied according to the nature of the violation; options include, but not limited to, administrative referral to the Student Health Center for an assessment, hours of uncompensated University

service.

2) Second Violation

Minimum

- a. Administrative referral to the Student Health Center for an assessment.
- b. Five (5) uncompensated University service hours.

Standard

Additional sanction(s) may be levied according to the nature of the violation: options include, but not limited to, educational intervention, additional hours of uncompensated University service, residential and/or disciplinary probation.

3) Third Violation

Minimum

- a. Administrative referral to the Student Health Center for a re-assessment.
- b. Twenty (20) uncompensated University service hours.
- c. Residential and/or disciplinary probation.

Standard

Additional sanction(s) may be levied according to the nature of the violation; options include, but not limited to, additional hours of uncompensated University service, residential relocation/suspension/expulsion.

Violation(s) of "Disorderly or disruptive conduct while under the influence of alcohol" (Code of Student Conduct, III.A.20.).

Sanctions:

1) First Violation

Minimum

- a. Administrative referral to the Student Health Center for an assessment.
- b. Five (5) uncompensated University service hours.

Standard

Additional sanction(s) may be levied according to the nature of the violation; options include, but not limited to, educational intervention, additional hours of uncompensated University service, residential and/or disciplinary probation.

Second Violation

Minimum

- c. Administrative referral to the Student Health Center for a re-assessment.
- d. Ten (10) uncompensated University service hours.
- e. Residential and/or disciplinary probation.
- f. Parental notification (when student is under 21 years of age).

Standard

Additional sanction(s) may be levied according to the nature of the violation: options include, but not limited to, educational intervention, additional hours of uncompensated University service, residential relocation/suspension/expulsion.

2) Third Violation

Minimum

- a. Residential expulsion and disciplinary probation for two years or suspension from the University for

one full semester with the requirement to complete a Student Health Center-approved alcohol abuse treatment program before readmission to the University and two years of disciplinary probation upon return to the University.

- b. Parental notification (when student is under 21 years of age).

Note: For health/medical emergencies involving alcohol consumption, as determined by the University, a student may be immune from disciplinary action; however, the University reserves the right to make administrative referrals to the Substance Abuse Clinic at the Student Health Center for an assessment and/or make a referral for an educational intervention.

I. **Drug Policy Violation Sanctions**

Violation(s) of “Unauthorized use and/or possession of any controlled substance or illegal drug” (Code of Student Conduct, III.A.4.).

Sanctions:

- 1) First Violation

Minimum

- a. Administrative referral to the Student Health Center for an assessment.
- b. Twenty (20) hours of uncompensated University Service.
- c. Disciplinary probation.
- d. Parental notification (when student is under 21 years of age).

Standard

Additional sanction(s) may be levied according to the nature of the violation; options include, but not limited to, educational intervention, additional hours of uncompensated University service, residential relocation/suspension/expulsion.

Second Violation

Minimum

- e. Suspension from the University for one year with the requirement to complete a Student Health Center-approved substance abuse treatment program before readmission to the University and two year disciplinary probation upon return to the University.
- f. Parental notification (when student is under 21 years of age).

- 2) Third Violation

Minimum

- a. Expulsion from the University.
- b. Parental notification (when student is under 21 years of age).

Violation(s) of “Distribution or possession for the purpose of distribution of any controlled substance or illegal drug” (Code of Student Conduct, III.A.5.).

Sanctions:

- 1) First Violation

Minimum

- a. Expulsion from the University.
- b. Parental notification (when student is under 21 years of age).

J. **Fire Alarm Violation Sanctions**

Violations of “Initiating or causing to be initiated any false report or warning of fire, explosion, or other emergency” (Code of Student Conduct, III.A.7.) and/or “Improper use of safety, emergency, or firefighting equipment” (Code of

Student Conduct, III.A.8) specifically, the intentional pull of a false fire alarm in a campus residence facility.

Sanctions:

1) First Violation

Minimum

- a. Suspension from the University for at least one full semester, and upon return to the University, two years disciplinary probation and residential expulsion.

The Code of Student Conduct applies to the 2008-2009 academic year and is accurate and current, to the extent possible, as of June 2008. 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/CodeofStudentConduct.pdf> for more information.

PROCEDURES ON GRADE AND OTHER ACADEMIC COMPLAINTS

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

1. Within one month of receiving the grade or other cause of complaint, the student should make an informal attempt to resolve the grievance by approaching the teacher or other academic supervisor. If the teacher or supervisor cannot be reached, due to summer vacation or other circumstances, contact should be made as soon as possible or within two weeks of the beginning of the following semester.
2. If student and teacher cannot arrive at a mutually satisfactory solution within seven days, the grievance should immediately be referred by the student to the department chair (responsible for the course) for resolution, or to the Dean, if a division has no departments. Here and throughout, days refer to working days.
3. If the complaint cannot be resolved by informal mediation within seven days of its referral to the department chair, the chair should invite both the student and the teacher to submit written statements of their opinions concerning the grievance to an academic grievance committee. The committee should render a decision in the matter within ten days of receiving the written statements. The committee records should contain not only the decision but an explanation of the grounds upon which the decision was reached.
4. One copy of the committee report should be sent to the Dean of the school (of the student involved). If either the student or the teacher involved is dissatisfied with the committee's decision, he or she may appeal to the Dean within five days of receiving the decision. The Dean may uphold, reverse, or return for further consideration, the committee's finding. The Dean's decision should be made within ten days and communicated in writing to all principals in the case. In the event that the Dean returns the case to the department for reconsideration, all procedures and appellate avenues described in sections 3 and 4 of this document are again operative. The Dean ultimately must uphold or reverse a departmental decision based on reconsideration of its earlier finding.
5. If the student is dissatisfied with the Dean's ruling, the student may file a written appeal with the Senate Committee on Academic Freedom and Responsibility of Students within five days of receiving the Dean's decision. Based on the petition and the reports from the departmental grievance committee and the Dean, the Senate committee will decide whether or not to hear the appeal. If the committee decides that there are not sufficient grounds for a review of the grievance committee's and Dean's decisions, the Chair of the committee will notify the student by letter, with copies to the principals involved in the case and to the Provost. If the committee decides that there are sufficient grounds for a review of the grievance committee's and Dean's decisions, it will interview both the student and the teacher. A quorum of three committee members, at least one of whom must be a representative of the administration, one of whom must be a faculty member, and one of whom must be a student, is necessary for all committee hearings.
6. If the committee interviews both the student and the teacher (or other principals involved) at a hearing, then the Chairman will send the results of the committee's findings in the form of a letter of recommendation to the President of the University, with copies to the student and other principals involved and to the Provost.
7. If, in accordance with faculty rights as specified in the Faculty Handbook and in the Constitution and Bylaws of the University Senate and the various divisions, the teacher believes that his or her academic freedom or academic responsibilities have been affected by the Dean's ruling, the teacher may appeal to the appropriate committee of peers at the divisional level (ordinarily the faculty grievance committee of the college or division). The teacher's appeal must be made within ten days of the action provoking the appeal. If the teacher is dissatisfied with the committee of 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 apply to the student's appeal in this instance.
9. In cases of conflict regarding the decisions of the divisional peer committee and the Senate Committee on Academic Freedom and Responsibility of Students, the matter shall be referred to the Senate Committee on Faculty Tenure, Freedom, and Responsibility. In cases of conflict regarding the decisions of the Senate Committee on Faculty Tenure, Freedom, and Responsibility and either of the other committees stemming from the deliberations described in item 7 or this item, the committees at odds shall meet jointly to discuss the issue. The ultimate findings of the two committees shall be forwarded to the President of the University within ten days.

The Procedures on Grade and Other Academic Complaints apply to the 2008-2009 academic year and are accurate and current, to the extent possible, as of June 2008. The University reserves the right to change the information herein without prior notice, in accordance with established procedures.

Refer to http://studentaffairs.tulane.edu/judicial/documents/RulesRegs_07.pdf for more information.

HARASSMENT POLICY

Please go to http://studentaffairs.tulane.edu/judicial/documents/RulesRegs_07.pdf for Tulane University's Harassment Policy.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

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

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

The Network as a Shared Resource:

Freeman School computer and network resources are available to all 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.

CONFIDENTIALITY/PRIVACY FOR STUDENTS

The Goldring Institute for International Business subscribes to the highest level of professional ethics and standards. All individual advising sessions are private and confidential. All records are maintained under the stringent provisions of the Family Educational Rights and Privacy Act. No information about students is released unless it is specifically authorized by the student in writing. Students have the right to see their records by appointment and to appeal the inclusion of any information in them.

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

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