



THE JOSEPH A. BUTT, S.J.
COLLEGE OF BUSINESS

CODE OF CONDUCT

A quality academic learning community requires personal ethics and a genuine respect for others. In addition to the policies stated in the university's graduate bulletin, <http://2012bulletin.loyno.edu/graduate/academic-regulations>, the responsibilities of the students enrolled in Loyola's MBA program are as follows:

Behavior

Students will come to class promptly at the scheduled time and be prepared with completed assignment(s). MBA students should genuinely listen to others, attempt to understand perspectives different than their own, and share their ideas with professional tact. Students must provide the professor notice beforehand and accept associated consequences if he or she is to miss a class meeting.

Professionalism

Students are expected to adhere to all written and verbal instructions provided by university faculty and staff members. Students unwilling to comply with instructions are subject to disciplinary action. Anytime a student represents the MBA program of Loyola University New Orleans, the appearance and demeanor of the student must exhibit the highest level of professionalism. Professionalism entails the following: business attire; immaculate personal hygiene; punctuality; verbal, written, and other communication that meets the highest standards; and proper etiquette.

Coursework

Make the time commitment to read assigned materials thoughtfully, offer meaningful contributions to class dialogue, and complete assignments on-time with honesty, integrity and pride. Do not cheat or plagiarize. The MBA program defines cheating as using unauthorized materials or receiving unauthorized assistance during an exam or other academic exercise. For our purposes, plagiarism is defined as the use of another's ideas or words without appropriate acknowledgement.

Teamwork

Acknowledge that the MBA curriculum requires working closely with others. Foster openness in teamwork, complete portions of team assignments according to standards and deadlines set by the team, and assume a leadership role as appropriate. Encourage a learning community respectful and open to diversity of ideas and people, including professors, classmates, and other stakeholders.

Disciplinary Committee

Students found in violation of the MBA Code of Conduct will be brought before a hearing committee comprising of two faculty members and one student representative. Students will have an opportunity to present a case to the committee. The disciplinary committee will recommend a course of action to the Dean of the College of Business, ranging from censure to expulsion.

*Loyola's MBA Code of Conduct was created by the MBA administration after reviewing all the JesuitMBA's policies on conduct and ethics.