

COLLEGE OF BUSINESS, GRADUATE PROGRAMS 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://2021bulletin.loyno.edu/graduate-bulletin>) the responsibilities of the students enrolled in Loyola's graduate programs are as follows:

Classroom Behavior

Students will come to class promptly at the scheduled time and be prepared with completed assignment(s). Graduate students should genuinely listen to others, attempt to understand perspectives different than their own, and share their ideas with professional tact. Students must actively participate in class discussion, enhancing the experience of the classroom with quality contributions. 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 College of Business 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 Office of Graduate Programs 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 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 Graduate Programs 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.

GRADUATE PROGRAMS CRITICAL POLICIES

In addition to the policies stated in the university's graduate bulletin, please pay particular attention to the following policies of Loyola's Graduate Programs: <http://2021bulletin.loyno.edu/regulations>

Academic Standing

1. A graduate student must maintain a minimum cumulative grade point average (GPA) of 3.0 to remain in good academic standing.
2. Students who fall out of good academic standing by earning a cumulative GPA below 3.0 are placed on academic probation and given ONE semester (Fall, Spring, or Summer) in which to raise their cumulative GPA to the minimum of 3.0
3. All students placed on academic probation will remain on probation during their entire enrollment in the program.
4. Probationary students must maintain a cumulative GPA of 3.0 during their entire enrollment in the graduate program. If a probationary at any time the student will be dismissed immediately and indefinitely from the program.
5. No course with a grade below a "C" can be used towards degree requirements.
6. Any grade of "C-" or below will automatically cause a student to be placed on probationary regardless of the overall GPA.
7. Any grade of "C-" or below will automatically cause a probationary student to be dismissed immediately and indefinitely from the graduate program.
8. Students on probation may not take a course at another school or take an independent study course, study abroad course, internship without the written permission of the Director of Graduate Programs.
9. Any student, who earns a grade below an "F", is subject to immediate dismissal from the program.
- 10. Students must have a cumulative GPA of 3.0 or higher to graduate from their graduate program.**

Incomplete Grades

11. Any student who earns a grade of "I" (Incomplete) will not be able to register for any further courses until the relevant coursework is completed and a letter grade is posted, except under special circumstances. If a student is already registered for next semester's courses and earns a grade of "I", the student will be withdrawn from courses until a letter grade is posted to replace the incomplete grade.

I _____, have read and understood the **College of Business Graduate Programs Code of Conduct** and the **Graduate Programs Critical Policies** documents, and I fully understand it is my responsibility to abide by these standards in order to be a successful graduate student.

Print Name

Signature

Date