

## **ACADEMIC OPERATING POLICY 02 (AOP-02) STUDENT CODE OF CONDUCT AND DUE PROCESS**

This AOP establishes guidelines for appropriate conduct by students enrolled in educational programs offered by the Graduate School of Banking at LSU (GSBLSU). The Student Code of Conduct and Due Process Procedure provide guidance and recourse to preserve a sense of safety and security within our academic climate. It should be noted that the policies and procedures of Louisiana State University and the laws of the State of Louisiana reinforce and supersede the concepts presented in the Student Code of Conduct.

The Student Code of Conduct is not an attempt to define specifically what one should and should not do, but instead communicates GSBLSU's expectations of proper student conduct. It is an expectation that the Student Code of Conduct serves as the basis on which students should make decisions related to the best interests of themselves, their peers, their faculty, GSBLSU, their employer, and their customers.

### **Student Code of Conduct**

GSBLSU students have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of GSBLSU, their employer, and the banking profession. They should take no actions incompatible with their obligations as students and financial professionals.

GSBLSU students should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner with respect to their responsibilities;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility the property and resources of GSBLSU and Louisiana State University;
- Compliance by following laws and regulations, as well as GSBLSU policies related to duties and responsibilities;
- Confidentiality by protecting the integrity and security of information such as student records, employee files, and contracts; and
- Honor by refusing to lie, cheat, steal, or tolerating those who do so.

The following acts are deemed violations of the GSBLSU Student Code of Conduct:

- Acts that are harmful to others, including intentional obstruction of others' rights, sexual assault, physical altercations, verbal abuse, discrimination, harassment, threats, and inappropriate touching;
- Acts that recklessly or intentionally endanger the mental or physical health of any member of the GSBLSU learning community;

- Language indicative of disregard of others based on their racial, ethnic, and cultural backgrounds, class, gender, sexuality, religious/spiritual backgrounds, veteran status, and/or ability status;
- Excessive use of profanity or language of a sexual nature that would likely be offensive to a reasonable person in a professional environment;
- Failure to attend class or failure to complete assignments on time;
- Attending class while under the influence of alcohol or drugs;
- Smoking, vaping, or using tobacco products in the classroom, housing facilities, or other non-designated areas;
- Willful destruction, unauthorized use, improper use, or unauthorized appropriation of property belonging to GSBSLU, Louisiana State University, or members of the GSBSLU learning community;
- Recording faculty or others at GSBSLU events without the consent of all individuals being recorded. This applies to all manners of recording including both video recording and audio recording. GSBSLU and Louisiana State University surveillance cameras or other legitimate educational or business purposes are permitted.
- Providing false or misleading information to or failing to comply with reasonable directions of a GSBSLU official, Louisiana State University official, or law enforcement officer acting in the performance of his or her duty;
- Conviction of any crime or misdemeanor involving moral turpitude, the nature of which reflects adversely upon GSBSLU or adversely affects the ability to perform University duties.
- Commission of any crime on GSBSLU or Louisiana State University premises or commission of a work-related crime while off campus;
- Failure to follow GSBSLU policies, Louisiana State University policies, or state/federal laws, including but not limited to behavior that compromises another's safety or contributes to hazardous conditions, violates rights to privacy, or discloses confidential information.
- *Sale or Distribution of Lecture Notes or Course Materials.* No student shall sell, deliver or distribute copyrighted lecture notes or other course materials without the express written permission of the copyright holder or instructor. An example of an infraction would include posting on a website or selling instructor lecture notes or other expressions fixed in a medium.
- Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of GSBSLU or Louisiana State University. Without excluding other situations, examples include shouting, noise making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine operations or activities.
- Any other action, behavior, or communication that, as perceived by GSBSLU officials, adversely affects GSBSLU or threatens the sense of health, safety, and/or belonging of any member of the GSBSLU learning community.

**Due Process**

If any member of the GSBSU community observes or experiences a violation of the Student Code of Conduct, that individual is expected to report the situation as soon as possible to the Vice President of Administration or Executive Director.

*Any Student Code of Conduct violations related to sexual misconduct or other civil rights violations MUST be reported to the Vice President of Administration or Executive Director as soon as possible.* If someone is in immediate danger or a victim of sexual assault, please call 911 and then report the incident to the Vice President of Administration or Executive Director.

Upon a report of a violation of the Professional Code of Conduct, GSBSU administration shall investigate the allegations by talking to all parties involved and take appropriate action regarding the violation. In some situations, the administration may elect to form an Internal Review Committee (IRC) to review the case and issue a decision. The IRC will be composed of at least two members of the GSBSU administration and one faculty member. The administration or IRC may privately censure the student's file and require students to rework assignments or complete a replacement assignment. For more severe violations, the administration or IRC may publicly censure the student by speaking to the student's supervisor, suspend the student from GSBSU for one or more years, expel a student from GSBSU, and/or revoke a diploma.

Upon notice of disciplinary action, the student at the focus of the investigation shall have fifteen days from receipt of the decision to submit a written appeal to the Executive Director. The Executive Committee of the school will then convene to review the situation and make a final decision concerning regarding disciplinary action.