



Code of Ethics and Professionalism

Desired Results

The College of Business (CoB) Code of Ethics and Professionalism is intended to foster a positive learning environment in the CoB and prepare students to enter the workforce with a strong sense of both ethical and professional behavior. Students majoring or minoring in business undergraduate and graduate disciplines are expected to abide by the CoB Code of Ethics and Professionalism in all aspects of their academic and university-related pursuits both online and face to face. Non-business majors taking courses offered by the CoB are also expected to abide by this code as it applies to their business courses.

An organization's actions must be driven by and performed consistently with its mission. Therefore, the CoB is responsible for compliance with the mission of Lamar University (University) and our college.

UNIVERSITY MISSION STATEMENT

"Lamar University is dedicated to student success by engaging and empowering students with the skills and knowledge to thrive in their personal lives and chosen fields of endeavor. As a doctoral granting institution, Lamar University is internationally recognized for its high-quality academics, innovative curriculum, diverse student population, accessibility, student success, and leading-edge scholarly activities contributing to transforming the communities of Southeast Texas and beyond."

COLLEGE OF BUSINESS MISSION STATEMENT

"In a spirit of shared learning, Lamar University College of Business prepares Principled Leaders who are Responsive to social and environmental concerns; mentored by faculty in Ethical business standards; enriched by Personal relationships and experiential learning; Accessible, diverse and resilient to be Ready on Day 1; and Engaged in life-long learning impacting Southeast Texas and the world."

Behavioral Guidelines

ACADEMIC INTEGRITY

The CoB as well as the University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete

honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action up to and including removal from the CoB program. In the event of a conflict with University policies, the University policy will supersede CoB guidelines.

Disciplinary proceedings may be initiated against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials. Academic dishonesty can include, but are not limited to, behaviors such as copying a scantron, using a test bank, using Quizlet (or similar resources), smartphones and other electronic devices while testing, using someone else's work, and unauthorized collaboration.

The CoB promotes attitudes of collaboration through its curriculum and student organizations. Collaborative efforts should be performed responsibly, and only within the guidelines set by CoB faculty. Within the classroom (in person and online), collaborative efforts should only be made under professor instruction. The purpose of collaboration is to share ideas, insights, and learn to work as a team, but these efforts should adhere to the ethical code. While collaboration is a key part of learning, students shall not use unauthorized collaboration as a means to plagiarize, shortcut, or share the workload. Unauthorized collaboration can also include sharing work from a different section of the course in the same semester or a prior semester.

Students in online courses shall adhere to the same standards of Academic Integrity as if they were in person. This applies to cheating, plagiarism, and collusion. Specifically, students should not utilize outside sources for tests/quizzes, perform work with a group, have another person take a test or assignment in their place, or otherwise act in a manner not specified in the syllabus.

All persons involved in academic dishonesty will be disciplined in accordance with University guidelines. Discipline may include failure of the assignment and/or course and other disciplinary action up to and including removal from the CoB programs. The disciplinary actions are up to the discretion of each instructor and appeals of this decision should follow University guidelines. Questions regarding the appeals process can be directed to the CoB Ethics Advisory Committee.

Professionalism

CoB students are future business professionals and are expected to uphold a high standard of professionalism.

Students will behave in a respectful manner towards faculty, staff, and other students, both in and out of the classroom. Examples of disrespectful behavior can include, but are not limited to, arriving to class late, using cell phones during class, acting in a

disruptive manner during class, and not following the rules set forth by the instructors, as well as other behaviors that hinder a professional environment.

Students are expected to communicate consistently with their professors. This includes checking their University email and Blackboard regularly and responding to instructor inquiries in a timely fashion. When communicating with faculty, staff, and other students, professional writing etiquette and respectful language should always be used in both written and verbal communications.

To facilitate an effective two way relationship CoB faculty and staff will also behave in a respectful manner towards students. This includes but is not limited to communicating course updates in a timely fashion, treating students professionally, not using their cell phone in class, and responding to student inquiries and concerns in a timely fashion. If a student believes a faculty or staff member has violated the CoB Code of Ethics & Professionalism, they should reach out to the CoB Ethics Advisory Committee.

Resources

If you are unsure of what to do in an ethical situation, seek advice. You have the following resources available to you:

- CoB Ethics Advisory Committee (This committee will take an advisory role as to next steps taken)
- Academic Advisor
- Student Success Coach
- Respected Professor(s)
- Directors of School of Accounting & Information Systems and School of Business
- CoB Dean & Associate Deans
- Dean of Students/Division of Student Engagement

Students who violate the Code of Ethics and Professionalism have the right to appeal a determination of dishonesty and/or the sanction imposed as outlined in the Academic Policies of the Student Handbook.

Accountability

You play a critical role in ensuring that the CoB at Lamar University maintains a highly effective learning environment and in protecting our culture, our reputation and our brand. If you think something isn't right, speak up and share your concerns with the CoB Ethics Advisory Committee, knowing that the CoB at Lamar University wants to hear your concerns and does not tolerate retaliation against any individual. See anti-retaliation policy below.

The CoB at Lamar University is based upon the University's core values of access, diversity, community, and excellence. These values are fundamental to the CoB community and the ethical standards of the University and its members. It is the responsibility of each individual to be held accountable in protecting and supporting these core values as the University's reputation depends not only on the excellence of our programs and the academic performance of our students, but on our professional behavior and ethical conduct as a community.

Ethics and integrity are the responsibility of each individual. Therefore, students, faculty and staff, and others acting on behalf of the CoB must assume responsibility for ethical conduct compliant with the Code of Ethics & Professionalism and the University's policies. The CoB Code of Ethics & Professionalism is a statement of our belief in ethical and professional behavior within and outside of the CoB.

Anti-Retaliation Policy

The Lamar University CoB does not tolerate retaliation against or harassment of any person who raises concerns or questions in good faith regarding a potential violation of the Code of Ethics & Professionalism. If an individual believes he is experiencing retaliation or harassment, he should contact the CoB Ethics Advisory Committee. Additionally, the student may file an incident report with the Dean of Students. The Incident Reporting Form may be found at:

https://cm.maxient.com/reportingform.php?LamarUniv&layout_id=0.

Contact information for the Dean of Students is as follows:

Dean of Students

Setzer Student Center 230

deanofstudents@lamar.edu

(409)880-8458.

If you need to report an emergency, call the LU Police Department at 409-880-7777.

Consequences

As a community of learners in a student-centered learning environment, faculty, staff and students should strive to support and enrich the learning environment. It is the mission of the CoB to develop ethical business professionals and leaders.

In order to be successful, it is important that students of the CoB abide by a code of ethics. If ethical standards are adhered to, we can deliver a great learning experiences, knowing that the COB and the University supports you in doing the right thing and conducting business with integrity.

The code of conduct will encourage a culture of

- Empowerment: where students play a critical role in ensuring that the CoB at Lamar University is a great learning environment.
- Responsibility: where students will not engage in academic dishonesty such as plagiarism, lying, cheating, or stealing.
- Accountability: where students will neither encourage nor condone any act of academic dishonesty and will take responsibility to speak up and share my concerns and report any misconduct to the Ethics Advisory Committee knowing that the University does not tolerate retaliation against me.
- Consequences: where any violation of the policies set by the CoB can result in one or more of the following:
 1. An informal/formal warning
 2. Additional work
 3. Apologizing to the faculty or student in question
 4. Removing the student from the classroom
 5. Receiving a 0 for that work
 6. Receiving an F for the course

Incidents regarding students in the Honors College may be reported to the Dean of the Honors College and could result in expulsion from the Honors College in accordance with the Honors Contract. For students in university organizations, such as athletics, fraternities, and sororities, incidents may be reported to the faculty sponsor.

The severity of the violation may be determined by the instructor. The instructor is not required to go in order of the consequences in this list and may give the same consequence multiple times. If the instructor deems fit, the student will be reported to the Dean of the CoB for further disciplinary action and possibly for university-level disciplinary action.

Approved by the CoB Faculty on 8/17/21