

# **Student Code of Conduct August 24, 2005 Final Draft**

## **Introduction to the Code**

In order to address specific issues that ACC and MIS faculty want to emphasize, the School of Accountancy (ACC) & Management Information Systems (MIS) faculty has prepared the following ACC & MIS Student Code of Conduct *with participation of the students in all four accounting student organizations.*

The School of ACC & MIS is not trying to replicate or replace the DePaul University Student Handbook. Instead, the School emphasizes the importance of student awareness of and adherence to the entire content of Code of Student Responsibility. Students can find the DePaul University Code of Student Responsibility at:

<http://studentaffairs.depaul.edu/handbook/codestudentresponsibility.html>

## **Student Disciplinary Action**

Any alleged violations of the School of ACC & MIS Code of Conduct will be reviewed by the Director of the School of ACC & MIS, and cases will be referred, as necessary, to the University's procedures as outlined in the University's Code of Student Responsibility. However, students are encouraged to discuss any issues that arise with a faculty member in the School of ACC & MIS.

Students can reference the University's enforcement process beginning with the section on "Student's Disciplinary Action" at:

<http://studentaffairs.depaul.edu/handbook/code10.html>

Students enrolled in any ACC or MIS course are expected to abide by the School of ACC & MIS Code of Conduct. If students are taking ACC or MIS courses, but are not majoring or minoring in accounting or MIS, the School of ACC & MIS does have the right to make a formal complaint that an alleged violation of this code has been committed and follow the University's disciplinary review process.

## **Student Rights**

Student Rights, in general, can be referenced at: (including FERPA, the Family Educational Rights and Privacy Act)

<http://studentaffairs.depaul.edu/handbook/code1.html>

The "Student Rights Within the Disciplinary Process" as specified by the University's Code of Student Responsibility can be located at:

<http://studentaffairs.depaul.edu/handbook/code8.html>

Like all DePaul students, students enrolled in ACC & MIS classes are entitled to the above-mentioned rights.

### **Code Expectations**

Students enrolled in ACC or MIS courses are expected to follow the highest level of professional ethics in all of their dealings. We have outlined expectations that are primarily academic, as well as those primarily dealing with job recruitment:

#### *Academic-Related*

1. Students are expected to take significant responsibility for learning, class preparation, delivery of timely assignments, and quality of work.
2. Students are expected to attend class, be punctual, stay for the entire class period, and take breaks only as designated by the professor. Students may get permission in advance from their professor for being late, absent, or leaving early (due to specified circumstances). Students are expected to refrain from disruptive activity during class. For example, cell phones are to be turned off, and student discussions should be conducted only as designated by the professor (typically, for classroom discussions, only one person should be talking at a time).
3. It is considered unethical for a student to seek to influence a grading decision by sharing information with the professor that is outside the stated grading criterion. For example, it would be unethical to notify a professor that a student needs a specific grade or a higher grade for reasons related to employment, reimbursement, or qualification for a scholarship.
4. Students are expected to become conversant with the DePaul University Academic Integrity Policy. That policy is included in the DePaul University Code of Student Responsibility. Students can find the Academic Integrity Policy at:

<http://studentaffairs.depaul.edu/handbook/code16.html>

5. Students are expected to represent themselves honestly in all communications, including all aspects of the job search process and scholarship applications.

#### *Recruitment-Related*

In dealing with recruiters and any other representatives from firms recruiting students from DePaul University, students are expected to:

1. Prepare an accurate resume that includes all relevant information, including grade point average. Students should be especially diligent in eliminating

spelling or grammar errors from their resumes and cover letters. Students receiving scholarships from firms should disclose that information on their resumes and applications if competing for minority scholarships from other firms. As noted in the DePaul University Student Handbook, "Students are not to take any action (verbal, written, or behavior), based on known incorrect data, with direct intent to be hurtful or harmful to the university."

2. Notify references in advance of having their names provided to employers.
3. Provide the appropriate information with reasonable advance notice when requesting letters of recommendation.
4. Be aware that firm representatives often investigate details of student resumes, including the level of student participation in accounting student organizations shown on their resumes.
5. Be diligent in using the multitude of resources provided by DePaul's Career Center for resume writing, interview skills, firm information, etc. If a student decides to cancel a workshop offered by the Career Center, the student should provide 24-hours advance notice so it is possible for another student to take his/her place. Merely not attending a Career Center workshop (without any notice of cancellation) is unprofessional and inconsiderate.
6. Act in a professional, respectful manner when attending workshops/presentations organized by DePaul's Career Center, firms, or accounting student organizations.
7. Be diligent in preparing for interviews. This requires that students practice interviewing skills and learn about the company and its industry prior to the interview. We recommend that you follow up with a thank you note.
8. Wear the appropriate attire stipulated by the employer for the interview. If there is any doubt, wear business professional attire.
9. Cancel interviews (on campus or at the firms) with reasonable notice (2 business days at a minimum), unless an unforeseen emergency arises. Follow up verbally and in writing with your reason is highly encouraged. Failure to show up for a scheduled interview is unprofessional and can affect your future job search.
10. Notify a firm about the decision regarding any job offer, written or verbal, within the firm's specified deadline (or sooner). Providing no feedback is not acceptable. If a student needs an extension, the student should notify the prospective employer as soon as possible. Students who have internships in the Winter Quarter of their senior year, after the fall recruiting season, should want to wait until after their internship before making a decision about full-time employment after graduation. Students with Winter Quarter

internships in their senior year should request an extension for any offers received as a result of the Fall Quarter recruiting season. The extension of time allows students to evaluate an offer received after the internship along with those offered during fall recruiting season. If a student encounters inappropriate behavior on behalf of the employer or feels pressured at any time to make a decision whether verbally or in writing and does not feel comfortable given the time frame, please contact the Career Center immediately to report this incident or seek assistance.

11. Discontinue all job search activities immediately once a full-time job offer has been accepted. A student risks severe damage to his/her individual professional reputation and that of DePaul's School of ACC & MIS if job searches are continued after accepting a full-time job offer. It is unethical for students to rescind on an offer and accept a later offer. Please notify the Career Center immediately of any job or internship acceptance. In addition, please also notify any employers where you have an interview pending.
12. Job and internship offers are good faith agreements. Students are expected to honor commitments made to employers either verbally or in writing. Students should also notify the School of ACC & MIS regarding significant changes in commitments that they receive from recruiters and employers either verbally or in writing (e.g.: employer rescinds job offer).