

STUDENT BEHAVIOR POLICY FOR THE PERDUE SCHOOL OF BUSINESS

----- Doing the Math..... -----

"In looking for people to hire, you look for three qualities: integrity, intelligence, and energy. And if they don't have the first, the other two will kill you."

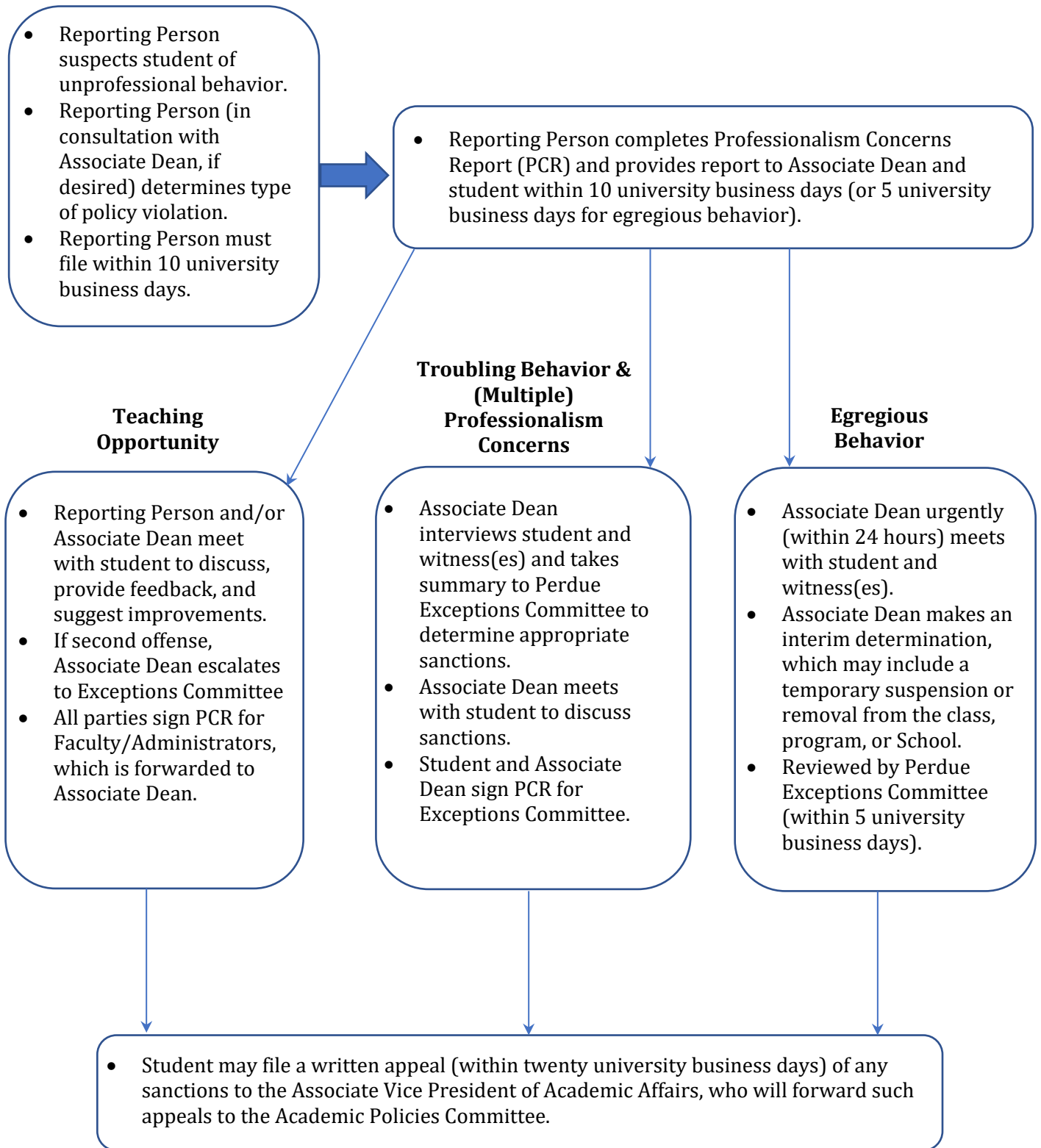
— Warren Buffet

CEO, Berkshire Hathaway

"There are seven things that will destroy us: Wealth without work; Pleasure without conscience; Knowledge without character; Religion without sacrifice; Politics without principle; Science without humanity; Business without ethics."

— Mahatma Gandhi

Executive Summary of Process – Flowchart



Executive Summary of Process

1. A reporting person may be internal (i.e., faculty, staff, administration) or external (e.g., internship providers or other organizations with which a student has had contact).
2. The reporting person, in consultation with the Associate Dean of the Perdue School of Business (PSB) if desired, should first determine the appropriate channel for reporting (i.e., [Student Academic Misconduct Policy](#), [Code of Community Standards](#), [Office of Institutional Equity](#), or PSB Behavior Policy).
 - a. If reporting outside of the PSB Behavior Policy, then the reporting person should copy the Associate Dean of the PSB on any filing. Behavior that may necessitate intervention at the School-level (e.g., removal from a course or program/School) may be referred by the Associate Dean to the Perdue Exceptions Committee.
 - b. If reporting under the guidance of the PSB Student Behavior Policy, then the reporting person should proceed to step 3 to file a Professional Concerns Report (PCR) to the Associate Dean.
3. The reporting person may determine the level of severity from the three options below, as well as the proposed sanction for the student.
 - a. Teaching Opportunity: Behavior that can be resolved with a single conversation.
 - b. Troubling Behavior & (Multiple) Professionalism Concerns: Repeated behaviors or behavior that may require escalated intervention (e.g., corrective action plan with future check-ins) to remediate.
 - c. Egregious Behavior: Behavior that necessitates urgent action, such as removing a student from a class or program.
4. Based on the level of severity, review will proceed as follows:
 - a. Teaching Opportunity: Student must meet with reporting person and/or Associate Dean to discuss sanction(s) and remediation. If not first occurrence, Associate Dean escalates to level of Troubling Behavior & (Multiple) Professionalism Concerns.
 - b. Troubling Behavior & (Multiple) Professionalism Concerns: Associate Dean reviews submitted materials and interviews student and any witness(es) and sends a summary to the Perdue Exceptions Committee for determination of sanction(s).
 - c. Egregious Behavior: Associate Dean reviews submitted materials and interviews student and any witness(es) and makes an interim determination while awaiting the final decision of the Perdue Exceptions Committee.

Objective

The objective of this Policy is to emphasize the academic importance of the ethical and professional behavior of students within business programs in the PSB. This Policy does not replace any existing University policy or procedure. Rather, it is meant to complement them, and faculty are asked to carbon copy (CC) the Associate Dean of the PSB when filing a complaint with the University. In particular, issues of course-based academic misconduct should be referred to the process laid out in the [Student Academic Misconduct Policy](#) for the University. Activities in violation of the [Code of Community Standards](#) will be referred to the Office of Student Accountability and Community Standards. Any report of Prohibited Sexual Misconduct, Other Sex and Gender-Based Discrimination, Non-Sex Based Discrimination, or Retaliation will be referred to the [Office of Institutional Equity](#). This includes, but is not limited to, harassment or discrimination on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally-protected characteristic. Through this policy, instances of unethical or unprofessional behavior are subject to Perdue School-specific sanctions or remedies.

1) Scope

All PSB students and all other students enrolled in PSB courses are expected to demonstrate high standards of ethical and professional behavior at the PSB and in all other professional settings, such as during internships, academic competitions, university-facilitated travel, and other comparable programs offered by or related to the curriculum at the PSB. As part of our curriculum, our students begin to practice ethical and professional behavior that they will be expected to continue throughout their professional careers.

Unacceptable ethical behavior is often related to the issue of honesty. Many unethical behaviors, such as lying, cheating, plagiarism, and misappropriation of course-based intellectual property are addressed in the [Student Academic Misconduct Policy](#). Any additional behaviors related to dishonesty that fall outside of the scope of the Academic Misconduct Policy, including those taking place outside of a course setting such as in a not-for-credit internship, may be reviewed as potential violations of this policy.

Unacceptable professional behavior is often related to a lack of demonstrated respect toward members of our academic community. These behaviors, for many reasons, are not tolerated within business organizations, and therefore cannot be tolerated within the PSB. Many unacceptable behaviors are addressed under the [Code of Community Standards](#) and should be addressed there, when applicable.

These interpersonal behaviors include, but are not limited to, the following:

1. **Exhibiting disruptive behavior**, which includes, but is not limited to, unwelcome physical contact (including pushing, punching, touching, and throwing things); offensive gestures; threats; verbal intimidation; interference with the respectful exchange of information and ideas in the classroom or other learning environment; communication that demeans or threatens, directly or indirectly, a member of the

academic community; and communication or actions that can be reasonably viewed as threatening members of the academic or professional community.

2. **Unmet professional responsibility**, which includes, but is not limited to, interfering with an atmosphere conducive to learning due to poor attendance, punctuality issues, distracting behavior in class, lab, or other institution premises; not responding to academic-related requests [written, verbal, e-mail, telephone] in a timely manner; and written or verbal communications with members of the campus community that would not be acceptable in a work environment.

2) Procedures for Addressing Breaches of Ethical and Professional Behavior Standards

Violations of this Policy will be handled as follows:

A) Who May File?

Complaints regarding student behavior that may violate the standards set forth in this Policy may be initiated by individuals within the University, school, or department (faculty, staff, and administration) or by external sources related to the University or PSB curriculum (such as internship providers or other individuals with whom a student has had contact in an official capacity). The reporting person should promptly forward the initial complaint via the Professional Concerns Report (PCR) form to the Associate Dean of the PSB. If the Associate Dean cannot be reached, then the Dean of the PSB should be notified promptly.

The formal complaint must be in writing, with a brief description of the alleged violation and supporting evidence, and submitted within 10 university business days of the discovery of the incident, exclusive of University breaks and academic intercessions.¹ In the event that a complaint is made verbally from an external source, an appropriate PSB faculty member, department chair, or administrator is permitted to document the complaint on behalf of the external source.

B) Complaint Categories

There are three categories of complaints and associated procedures outlined below. The complaints are categorized by severity of behavior and whether immediate punitive action is warranted. The three categories are as follows:

1. **Teaching Opportunity** – Behavior that is of concern but that may be remediated through a single discussion.

¹ Complaints brought forward after the 10-day deadline may be reviewed, but they must be presented with an explanation of why the deadline was not met. Prior to proceeding with the complaint review and investigation, the Associate Dean, in consultation with the Perdue Exceptions Committee, will evaluate the nature and acceptability of the delay.

2. **Troubling Behavior & (Multiple) Professional Concerns Report** – Behavior that requires a formal process for remediation. For example, situations in which a student has exhibited either repeated or significant and/or serious behavior problems that do not warrant suspension or dismissal but need to be corrected.
3. **Egregious Behavior** – Behavior that requires immediate action by the Associate Dean through interim suspension or program dismissal.

C) Individual Category Review and Outcome Procedure

The following review procedures will be used based on the complaint category.

1. Teaching Opportunity

For relatively minor unethical and unprofessional behavior, the reporting person may conclude (but is not required to conclude) that the incident is more appropriately handled as a teaching opportunity rather than a full disciplinary matter. However, the incident shall be documented in the student's file using the Professional Concerns Report (PCR) and may be reviewed in the future, where applicable, to indicate a pattern or failure to benefit from redirection (i.e., documentation of mentoring).

In the case of Teaching Opportunities, the reporting person or Associate Dean will contact the student directly to discuss the issue, provide feedback, and make suggestions for how the behavioral issue can be mitigated. If the reporting person or Associate Dean believes an effective resolution resulted from meeting with the student, then the student and the reporting person and/or Associate Dean shall sign the PCR and no further action is required. The student will be provided a copy of the PCR, which is forwarded to the Associate Dean, if not already included, who will include it in the student's file in the Dean's Office as well as send a copy to the Associate Vice President of Academic Affairs.

In the event that the reporting person or Associate Dean determines the feedback given to the student regarding the issues of concern was not successful in resolving the issue, then the issue may be escalated to the level of Troubling Behavior, as described below.

The student may appeal the sanction imposed by submitting a written appeal to the Associate Dean. Such appeals will be reviewed by the Perdue Exceptions Committee. If the student is still dissatisfied with the outcome, they may submit an appeal and request a review as described within the Appeal Process section below

2. Troubling Behavior & (Multiple) Professionalism Concerns

In the event that the behavior is of a significant or serious nature (but not warranting immediate suspension or dismissal), a PCR will be completed by the reporting person. The focus of the PCR process is still educational with the goal of helping the student move forward successfully in coursework, internships, and interactions within the business community. The PCR must be filed with the Associate Dean within 10 university business days from the time the behavior was observed or reported. A copy of the PCR will also be provided to the student, and the student will be encouraged to respond within five (5) university business days after receipt the PCR in writing to the Associate Dean discussing the circumstances that led up to the complaint and the nature of the complaint itself. The student's response to the PCR must be submitted to

the Associate Dean prior to any meeting.² Within five (5) university business days after receipt of the student's response to the PCR and with the purpose of understanding the circumstances of the accusation, the Associate Dean will conduct an interview of the accused student, interview witnesses to the event that led up to the complaint, review any pertinent documents, and take any other action deemed necessary to understand the circumstances that precipitated the complaint and share this information with the Perdue Exceptions Committee. Based on the outcome of the review, the student's response, and student interview, the Perdue Exceptions Committee will decide on an appropriate action, documented in the Perdue Exceptions Committee PCR form. During the Associate Dean's meeting with the student to discuss the findings of the review, the student will be provided with an opportunity for reflection on appropriate behavioral changes and the Associate Dean may provide the student with strategies to mitigate the identified unprofessional behavior. The student will be asked to sign the PCR acknowledging the PCR has been reviewed. The Associate Dean may require remedial action, such as a corrective action plan or mandated counseling, which shall be noted on the PCR. If a corrective action plan or other remediation is required by the PCR, the plan shall include a timeline for remediation. At the conclusion of this timeline, the Associate Dean will meet with the student to review the outcome of the remediation process. The Associate Dean will place a concluding written comment in the PCR discussing the level of success of the remediation. The student will be provided a copy of the PCR, and the Associate Dean will include it in the student's file in the Dean's Office as well as send a copy to the Associate Vice President of Academic Affairs.

In the event that a student fails on multiple occasions to meet the expected standards of ethical and professional conduct as documented by multiple PCRs in the student's file, the Associate Dean will forward the case to the Perdue Exceptions Committee, which may exercise the option to institute an interim dismissal of the student from the program/School. If the decision for suspension or dismissal is made, the Associate Dean will notify the student in writing of the decision. The student may submit an appeal and request a review, as described within the Appeal Process section below.

3. Egregious Behavior

Any accusation of egregious unethical or unprofessional behavior should be reported in writing by filing a PCR with the Associate Dean within five (5) university business days. If, in the absence of a specific written complaint, individuals within the University, school, or department become aware of conduct of an egregious or serious nature they will investigate in lieu of a formal complaint and shall take all appropriate actions in compliance with the procedure outlined in this document. Accusations of egregious unethical or unprofessional behavior will be considered serious and necessitate that the Associate Dean take immediate action to prevent any continuation of the behavior and to mitigate any potential harm to the individual or members of the community. If the Associate Dean is not available or the circumstances of the complaint prevent notification of the Associate Dean, the Dean of the PSB shall be notified promptly. Following notification and with the purpose of understanding the circumstances of the

² Note: Complaints brought forward after the 10 university business days deadline may be reviewed, but they must be presented with an explanation of why the deadline was not met. Prior to proceeding with the complaint review and investigation, the Associate Dean, in consultation with the Perdue Exceptions Committee, will evaluate the nature and acceptability of the delay.

accusation, the Associate Dean will urgently (i.e., within 24 hours of the complaint) conduct an interview of the accused student and any witnesses to the event that led up to the complaint, review any pertinent documents, and take any other action deemed necessary to make an interim decision. The reported behavior can result in the student's immediate interim suspension or dismissal from the program. Examples of egregious misconduct include behavior posing a danger to persons or property, an ongoing threat of or disruption of the academic process, or certain acts of sexual misconduct. The Associate Dean has the authority to take the immediate interim action of suspending or dismissing a student from a class, and/or from the program. If the decision for suspension or dismissal is made, the Associate Dean will notify the student in writing of the decision. Concurrent with the notification to the student of an interim suspension or dismissal, the Associate Dean will submit all materials pertinent to the complaint and its consequences to the Perdue Exceptions Committee who will review the accusation and interim action to determine the final sanction. The Associate Dean will complete the PCR form with the committee's final decision and provide a copy to the student, as well as the Associate Vice President of Academic Affairs. The student may submit an appeal of the sanction and request a review, as described within the Appeal Process section below.

3) Appeal Process

Students may file a written appeal to the decision of the Perdue Exceptions Committee within twenty (20) university business days to the Associate Vice President of Academic Affairs. The student's written appeal will be forwarded to the University's Academic Policies Committee within five (5) university business days. Any finding by the University Academic Policies Committee is final.

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