

Stephens College of Business

Student Code of Professional Conduct



Society attaches a special significance to the term professional, and as future professionals you are expected to hold yourselves to a standard of conduct similar to what would be expected in the business community. These behaviors include the following principles:

PROFESSIONALISM

- Students are expected to arrive on time and remain present (in person or online, depending on class modality) for the entire class. Failure to do so is disruptive both to peers and instructors.
- Students should dress appropriately (whether in person or online), particularly for speakers. Doing so signals respect for others.
- If unable to attend class for any reason, students should email the professor prior to the start of class.
- If attending class virtually, students should be visible on camera throughout the entirety of class.
- Students are expected to monitor email, Canvas, and other forms of communication used in the learning environment at least daily and respond in a timely manner. All emails should be written in a professional and courteous tone.

ACADEMIC INTEGRITY (see Exam Integrity Policy)

- Students are responsible for understanding what constitutes plagiarism and for refraining from submitting others' work as their own. Submitting work completed for a different class as original work in another class is a form of plagiarism.

- Technology, including use of AI, is allowed only as permitted by the course instructor. Unauthorized use of technology is considered academic dishonesty.
- Soliciting answers or exam contents from other students is considered academic dishonesty, as is disclosing answers or exam contents.

RESPECT FOR OTHERS

- In both correspondence and in the classroom, students should use appropriate titles to address faculty (Professor or Dr.) unless otherwise instructed.
- Respect for others is an integral aspect of the business world. Students should show tolerance for differing viewpoints and be respectful while interacting with peers, faculty, and guests.

RESPONSIBILITY AS A LEARNER

- As a student, it is critical that you come to each class meeting prepared.
- Students are responsible for monitoring Canvas/email, etc. to be aware of any changes made to deadlines or assignments.
- All work should be submitted by the due date—no exceptions. If a student will be missing class on the due date, that student should ensure that the work is still submitted either through email or via Canvas.
- Students should contribute to a distraction-free learning environment during class by avoiding side conversations, refraining from use of cell phones or computers (unless used for taking notes), and waiting until dismissed to begin packing up.

RESPONSE TO VIOLATIONS

Responses to violations of this Code are intended to be educational, proportional, and aligned with UM policies.

- Faculty may address concerns informally through conversation, feedback, or guidance when appropriate.
- Repeated or more serious concerns may result in documented communication, referral to relevant University offices, or application of course-level consequences as outlined in the syllabus.
- Serious or egregious violations may be referred through established University conduct or academic integrity processes.

Faculty will exercise professional judgment and discretion when responding to conduct concerns, considering prior behavior and applicable accommodations.