



BOSTON COLLEGE
CARROLL SCHOOL *of* MANAGEMENT

Core Values

A graduate program is as strong as the values that drive it. At the Carroll School of Management, our core values are an integral part of who we are. The following guiding principles are a way of life for every member of the community and serve as the foundation for building strong, trust-based relationships among and between the members of the community which includes: students, faculty, administration, alumni and employers.

Honesty and Integrity, We are committed to promoting the highest standards of honesty and integrity to ensure that all members of the community recognize the inherent benefits of living these ideals and to guarantee that academic performance is evaluated reliably and rewarded fairly.

Mutual Respect, We are committed to fostering an environment in which every member of the community nurtures the spirit of trust, teamwork, openness and respect that is necessary to embrace and fully capitalize on our professional community.

Pursuit of Excellence, We are committed to creating an environment where all members of the community pursue the highest possible level of academic performance and personal development for themselves and other members of the community.

Personal Accountability, We are committed to fostering an environment where every member of the community understands and accepts responsibility for upholding and reinforcing our values.

Enacting the Core Values

The statements listed below which describe how the core values will be enacted are intended to be illustrative and not exhaustive, and to also include examples of varying severity.

Honesty and Integrity, We are committed to promoting the highest standards of honesty and integrity to ensure that all members of the community recognize the inherent benefits of living these ideals and to guarantee that academic performance is evaluated reliably and rewarded fairly.

Enacting Academic Honesty and Integrity

- Written work is original
- Citations are used appropriately in all written work
- Oral statements are presented candidly
- Resume is presented truthfully
- Assignments and examinations are completed honestly
- Credit for group work represents the personal contribution of the individual

Mutual Respect, We are committed to fostering an environment in which every member of the community nurtures the spirit of trust, teamwork, openness and respect that is necessary to embrace and fully capitalize on our professional community.

Enacting Mutual Respect

- Abstaining from harassing behavior
- Listening to and respecting the opinions of all members of the community
- Focusing attention on what is happening in class, events and meetings
- Avoiding the creation of distractions
- Use of computers or cell phones during class, events or meetings only when authorized
- Appropriate attire for special events and/or guest appearances

Pursuit of Excellence, We are committed to creating an environment where all members of the community pursue the highest possible level of academic performance and personal development for themselves and other members of the community.

Enacting Pursuit of Excellence

- Personal commitment to academic excellence in course work and assignments
- Personal commitment to developing technical and non-technical skills, including dealing with ambiguity and operating outside of one's comfort zone
- Personal commitment to performing at a high level
- Personal commitment to developing as a management professional

Personal Accountability, We are committed to fostering an environment where every member of the community understands and accepts responsibility for upholding and reinforcing our values.

Enacting Personal Accountability

- Maintaining confidentiality when appropriate
- Attending classes and events, and providing notification in advance when not attending
- Being proactive in acquiring material that was missed due to an absence
- Arriving at class, events and appointments on time
- Active participation in class discussions and other meetings
- Active participation in group activities
- Being fully prepared for classes, events and appointments

The Disciplinary Process

Students in the Carroll Graduate School of Management are expected to adhere to the highest standards of professional conduct as outlined in the Core Values. Any student who violates these Core Values is subject to consequences ranging from a reprimand to dismissal from the University. Faculty members, staff members or students who detect any form of violation have the responsibility to take appropriate action. Individuals detecting violations of the Core Values should bring the violation to a faculty member's attention, to the attention of the appropriate director or to the attention of the Associate Dean for Graduate Programs.

Faculty members and directors have the responsibility to report all incidents to the Associate Dean for Graduate Programs in writing (see attached form). If the incident is deemed to be of a minor nature, the faculty member or director may handle the matter themselves and communicate the repercussions appropriate to the violation. If the incident is deemed to be serious, the Committee on Professional Standards will be convened. The Committee on Professional Standards will conduct a hearing on the matter and, if the student is found responsible, shall recommend a sanction to the Associate Dean for Graduate Programs, who may accept or reduce the recommended sanction, but not increase it. . The report of the Committee on Professional Standards shall remain in the offending student's file for up to five years beyond the date of his/her graduation.

Professional conduct is a very important issue in the graduate programs. Any questions with respect to these standards should be discussed with a professor or appropriate administrator.

Procedures of the Committee on Professional Standards

The Committee on Professional Standards will be responsible for hearing all complaints. The committee will be appointed and meet upon the filing of a formal complaint with the Associate Dean for Graduate Programs.

Any hearing will begin with the presentation of the complainant's case, to be followed by the student's response. The student may collect any documents and other supporting material, enlist the help of an adviser to be present at the hearing, and to ask other members of the community with direct knowledge pertaining to the matter to serve as witnesses. To find against a student, a majority of the Committee members must conclude that the evidence presented constitutes a clear violation of the Core Values. If the Committee determines that a violation has occurred, it shall then recommend an appropriate sanction. The Committee will submit a written recommendation to the Associate Dean for Graduate Programs who will then make a final determination as to the sanction and convey the decision directly to the student. Any student sanctioned following a hearing before the Committee may appeal to the Dean of the Carroll School of Management

Standing in the Community

A student who accepts and adheres to the Core Values of the Carroll Graduate School of Management will remain in good standing. If a student fails to adhere to these Core Values, she/he may be sanctioned by the Committee on Professional Standards. Any sanction must bear

a reasonable relationship to the severity of the breach involved. Possible sanctions include: reduction in grade for an assignment or course, letter of reprimand, probation, reduction or revocation of a scholarship award, suspension, or expulsion; in addition, the Committee on Professional Standards may recommend exclusion from specified extracurricular activities and services.

Composition of the Committee on Professional Standards

The Committee on Professional Standards will be comprised of the Assistant Dean for Graduate Programs, who will serve as the Committee's Chair, two faculty members and two graduate students chosen jointly by the Associate Dean for Graduate Programs and the President of the Graduate Management Association. The Committee chair, prior to any hearing, shall notify the student respondent of the members of the Committee, and provide the student with an opportunity to challenge any Committee member as biased. If a challenge is made, the Chair shall determine its sufficiency and, if warranted, select a substitute. If the Chair is challenged, the Associate Dean for Graduate Programs shall consider the basis for the challenge and appoint an alternate Chair, as warranted.



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Violation of Core Values Report Form

Students in the Carroll Graduate school of Management are expected to adhere to the highest standards of professional conduct as outlined in the Core Values. To maintain consistency across the graduate programs, faculty members and directors should report violations, in writing, to the Associate Dean for Graduate Programs. The goals of the reporting process are to: (1) develop a set of generally accepted practices for handling violations, (2) track and report offenses that occur most often, (3) identify students who violate the core values across areas, and (4) identify students and/or violations that need further review by the Committee on Professional Standards.

Please complete the following:

Student's name: _____

Nature of infraction: _____

Please attach documentation to support infraction (if appropriate).

Location of occurrence: _____

Date of infraction: _____

Severity of infraction: *(please circle one)*

Minor

Minor (but repeated)

Major

Penalty (if imposed for a minor infraction): _____

Reported by: _____



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Acknowledgement of Core Values Form

Students in the Carroll Graduate School of Management are expected to adhere to the highest standards of professional conduct as outlined in the Core Values. A student who accepts and adheres to the standards will remain in good standing within the Carroll Graduate School of Management.

For additional information on the Core Values and the disciplinary process please refer to the *Graduate Management Student Handbook*.

I acknowledge that I have received, read, and understand the Graduate School Core Values and disciplinary process.

Please sign: _____

Print your name: _____

Date: _____