

UNC Kenan-Flagler Undergraduate Business Program STUDENT CODE OF CONDUCT

UNC Kenan-Flagler has a reputation for academic excellence, a world-renowned faculty and a global focus. As one of the top undergraduate programs in the nation, UNC Kenan-Flagler holds its students to a high standard. We invite you today to become part of the UNC Kenan-Flagler community.

Undergraduate business students at UNC Kenan-Flagler contribute to a community of professional students who work together and respect one another. We have a community that goes beyond academic learning, one that promotes professionalism and responsibility both in and out of the classroom. We believe that the best way to develop these skills is to take an active role in our education. This document was developed by your fellow students as an extension of our core values and as part of our commitment to preserve and enhance the most important aspects of the School's culture.

Undergraduate business students at UNC Kenan-Flagler have agreed that our core values can best be represented by these actions.

We will take it upon ourselves to hold each other accountable to the standards outlined and to offer constructive and positive feedback where appropriate.

— Created By
Undergraduate Business Student Association
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EXHIBITING HONOR AND INTEGRITY

- Following the University's honor code for all assignments
- Abiding by the honor code both in and out of the classroom
- Holding your fellow classmates to the same honorable standards

SHOWING RESPECT FOR FACULTY, RECRUITERS AND ADMINISTRATORS

- Being on time and prepared for classes, interviews and recruiting events
- Being respectful of the McColl Building and all Business School facilities
- Displaying professionalism and courtesy to others
- Silencing all electronic devices during classes, recruiting events and lectures
- Using technology services appropriately, and limiting laptop usage in class

SUPPORTING YOUR FELLOW CLASSMATES

- Allowing open communication and equal opportunity in the classroom
- Supporting community events
- Participating in all group assignments with a respectful commitment to the task at hand

HELPING BUILD A BETTER COMMUNITY

- Being open to feedback and opportunities to grow
- Serving as ambassadors for the School in the classroom and in social settings
- Engaging faculty and administration in productive ways such as focus groups and/or task forces

UNC Kenan-Flagler Undergraduate Business Program

STUDENT CODE OF CONDUCT

Honesty, Integrity and Accuracy of Information

- ___ I agree to act with honesty and integrity throughout my academic life. I have committed to comply with the [UNC Honor Code](#).
- ___ I understand that any misrepresentations regarding my academic performance, experience or qualifications to Undergraduate Business Program (“UBP”) staff member(s), employer(s) or any other third party, whether verbally or through written communications (including my resume or cover letter) is a serious violation of the UBP Kenan-Flagler Code of Conduct.
- ___ I will conduct all academic work within the letter and spirit of the UNC Honor Code, which prohibits the giving or receiving of unauthorized aid.
- ___ I will consult with my instructors and other sources to clarify the meaning of plagiarism and to identify allowable resource materials or aids to be used during examination or in completion of any graded work.
- ___ I will maintain the confidentiality of examinations.
- ___ I agree to report any UNC Honor Court cases (pending or final) and/or charges (whether criminal or civil) filed against me to the UBP Office (UBhelpdesk@unc.edu) within 7 calendar days from the date of the occurrence. Failure to do so may impact my enrollment in the Undergraduate Business Program (the “Program”), including withdrawal from any activity in which I may be participating either in the U.S. or abroad that relates to the Program.
- ___ I understand that if I return to the University following a period of suspension, I must reapply to the UNC Kenan-Flagler Business School and go through the admissions process. The admissions process may lead to one of two outcomes:
- I may be denied admissions;
 - I may be readmitted to the UBP; if readmitted I will be placed on mandatory probation for a minimum of one semester (Fall or Spring) and must obtain a GPA of 3.0 and have no subsequent violations of the student of conduct. Failure to meet these requirements will result in immediate removal from the Program.
- ___ I understand that if I return to the University of North Carolina at Chapel Hill (the “University”) following a leave of absence or withdrawal period, I must reapply to the UNC Kenan-Flagler Business School and be subject to the admissions process. The admissions process may lead to one of two outcomes:
- I may be denied admissions;
 - I may be readmitted to the Program; if readmitted I may be required to have mandatory check-in meetings with an academic advisor. Failure to meet this requirement may result in immediate removal from the Program.

Academics and Student Engagement

- ___ I understand that the mission of **Undergraduate Business Program Office** is to:
- Help prepare students with essential skills, resources and guidance to succeed in their academic career as well as to conduct successful internship and job searches;



- Communicate and enforce appropriate policies in order to maintain a professional and sustainable learning environment for all students.

____ I accept full responsibility for understanding the academic degree requirements and for my progress toward the completion of these requirements. While I understand that the UBP staff are available to assist me in succeeding academically, I will take full ownership of my academic life and performance and take the appropriate steps to ensure my academic success.

____ I pledge to be prepared for all drop-in or scheduled academic advising sessions, be familiar with my Tar Heel Tracker, Area of Emphasis requirements and my Career Roadmap.

____ I accept full responsibility for registering for courses, and I will abide by the syllabus for each course in which I enroll.

____ If I register for a combined MBA /BUSI course, I understand that the course will follow the MBA calendar and classes and exams may be scheduled outside the regular academic year calendar. I will abide by the syllabus of such class and take responsibility for checking that there are no conflicts of final examinations with any other course in my schedule.

____ I will actively engage and contribute to the betterment of the UBP by providing my feedback through completing program surveys (course evaluations, the Student Satisfaction Survey, and reporting your employment [internship and full-time], and keeping my Careerolina resume and profile accurate and up-to-date).

____ I take responsibility for acting in a professional manner while engaging and participating as a member of any of the UBP clubs or organizations.

____ I recognize that all UBP Global Programs are credit-bearing and integrated into the undergraduate business degree requirements, therefore I will not get “off track” by going abroad.

Professional Expectations and Career Standards

____ I understand that the mission of **Undergraduate Business Career Services** (“UBCS”), working in conjunction with **University Career Services** (“UCS”), is to:

- Help prepare students with essential skills, resources, and guidance to conduct successful internship and job searches;
- Create opportunities for students and employers to develop mutually beneficial relationships; and
- Communicate and enforce appropriate recruiting policies in order to maintain a professional and sustainable recruiting environment for the benefit of both students and employers.

____ As a condition for using UBCS and UCS resources, I agree to uphold a professional relationship with all UBCS and UCS staff, UNC alumni, and employer representatives. I understand that members of the UBCS / UCS team are objective career advisors and advocates in partnership with the students who choose to work with them.

____ I accept full responsibility for researching and preparing for all interactions with UBCS and UCS staff, UNC alumni, and employer representatives (including any scheduled meetings, phone conversations, networking events, information sessions, company visits, applications, and interviews).

____ I understand that if I violate any of the provisions contained herein, I may be subject to consequences including, but not limited to:

- Temporary or permanent suspension of Careerolina access and / or on-campus recruiting privileges;
- Removal of my resume from any UNC Kenan-Flagler resume books;



- Notification and apology to the UBCS / UCS staff, deans, fellow students, and affected employers;
- Special projects to help repair damage or improve policies for the future; and / or
- Referral to the UNC Honor System

Attendance at Employer Events

- ___ I accept full responsibility for registering for a recruiting event (company presentations, office hours, and other corporate events) by the stated deadline (usually two full business days prior to the event).
- ___ I agree to arrive on time for all recruiting events, sign in before these events begin, and stay for the duration of the program. If an emergency arises, I will email ubhelpdesk@kenan-flagler.unc.edu prior to the start of the event. If the event is being coordinated directly by employer, I will email the employer contact AND ubhelpdesk@kenan-flagler.unc.edu prior to the start of the event.
- ___ I understand that recruiters will be actively monitoring RSVPs for events. My reputation as a candidate and the school's reputation may suffer as a result of my decision not to attend a recruiting event for which I have registered / RSVP'd.
- ___ I agree to turn off all mobile devices during company presentations and employer-led events, unless these devices are specifically allowed by the employer.

Application and Interview Management

- ___ I agree to act with honesty and integrity throughout the recruiting process. I understand that any misrepresentations regarding my academic performance, experience or qualifications to UBCS / UCS or an employer, whether verbally or through written communications (including my resume or cover letter) is a serious violation of the recruiting policies.
- ___ I accept full responsibility for researching and focusing my career management activities to ensure I apply to positions for which I have a genuine interest.
- ___ I agree to treat all faculty members with professional courtesy by scheduling employer interviews outside of class hours whenever possible, and by communicating with professors in advance, and as soon as possible, regarding the potential of missing class to attend an interview.
- ___ I agree that by accepting an interview with an employer, I will honor that commitment and adequately prepare for and attend the scheduled interview.
- ___ I understand that once I accept an on-campus interview invitation, I can decline via Careerolina without penalty up until midnight two business days prior to the interview (the "Cancellation Window"). After the Cancellation Window has closed, I can only decline an on-campus interview if I personally call UCS at 919-962-6507 and:
- (1.) I have a true emergency; or
 - (2.) I have ACCEPTED (not just received) a job/internship offer.
- ___ I understand that if I violate this cancellation policy, my access to Careerolina will be revoked until UBCS / UCS determines an appropriate resolution.



Responding to Employment (Full-Time or Internship) Offers

___ I understand it is my responsibility to ensure I have the necessary information needed to make an informed decision about any entity that extends to me an offer for either an internship or employment.

___ I understand that I am not obligated to accept an offer for an internship or employment. If I am unsure of how to proceed or need any assistance in the decision-making process, I am encouraged to contact UBCS / UCS before making any decisions.

___ I understand that employment / internship offers may be extended from an employer at any time, but UBCS / UCS advises employers utilizing on-campus recruiting to abide by these dates regarding the student decision deadline:

- **Full-time Offers for Summer Interns:** Students should be given until September 1st to accept / decline offers.
- **Full-time and Internship Offers from Fall and Spring On-campus Recruiting:** Students should be given a minimum of three weeks from offer date to accept / decline offers.

___ I understand that UBCS and UCS encourage me to engage in a conversation with employers to:

- Inform them of this offer deadline guidance; and
- Discuss the employer's flexibility with regard to offer decision timing.

Accepting Employment Offers

___ I understand that upon accepting an employment offer, I must:

- Report this offer and acceptance formally via the UBCS / UCS survey platform(s);
- Withdraw any pending applications and cancel any scheduled interviews; and
- Honor this acceptance as final and cease all current internship or job search activities.

___ If I wish to pursue additional short-term projects outside of my accepted position, I will do so only if the new projects do not interrupt my original commitment of an accepted offer.

Reversing Acceptance of an Employment Offer (Reneging)

___ I understand the definition of a renege: *I accepted an employment / internship offer, verbally or in writing, then changed my mind (for any reason) and subsequently declined the offer.* **I understand that a renege is a serious recruiting violation** and is inconsistent with UNC Kenan-Flagler's Core Values and the recruiting policies.

___ I understand that reneging on an accepted internship or employment offer may result in the imposition of serious sanctions, including those listed in the Professional Standards portion of this document. I also understand that UBCS / UCS wants to help me thoroughly evaluate my offer and the circumstances surrounding my decision to renege. **If I involve UBCS / UCS upfront in my decision to renege, the severity of these consequences may be reduced.**

Privacy & Confidentiality

___ I agree to allow UBCS / UCS to provide my resume and cover letter and any information contained therein to recruiting firms upon request for the purpose of assisting me with my internship or employment search.



____ I understand that UBCS and / or UCS may release my **non-financial employment information**, including but not limited to company name, position title, location, industry, and function for the purpose of assisting students with their internship or employment search. UBCS and / or UCS may release student compensation data in an anonymous fashion (e.g., averages). UBCS / UCS do not release individual student compensation data.

____ I understand that UBCS and UCS will not release any information to potential employers regarding my academic performance. However, I am free to self-report information regarding my academic performance (including classes and grades) to employers or to request an official transcript via the Registrar's Office.

AMENDMENT

Statements in this manual are subject to amendment with or without notice. UNC Kenan-Flagler will attempt to keep students informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.

By accepting my offer of admission to the UBP, I agreed to the UBP Kenan-Flagler Student Code of Conduct - I hereby acknowledge that I have read and understand each component of the policies and agree to uphold each of the policies or be subject to the consequences outlined herein.