

## 2017 Policy Statement Governing the Preparation of GSBSU Bank Study Projects

Bank study projects are a major part of the educational experience of the Graduate School of Banking at Louisiana State University. To maintain the integrity of the "Bank Study Process," the following rules are strictly adhered to:

### Working Together

Since this is an educational process, students are encouraged to work together and to consult others in solution of their projects. But joint effort should stop at the time the student begins to actually write his solution for submission. The submitted solution to the projects must be the student's own work expressed in his own words and not the work of others.

You are encouraged to use as many reference materials as are necessary in preparing your work. As with any work of this nature, you should footnote the materials that are used.

### Action on Papers That Are Too Much Alike

If the grader feels that two or more solutions to a project are too similar in wording to indicate that the works have been copied, the projects will be returned to be reworked or more drastic penalties may be imposed.

Your cooperation in this matter is appreciated. This is the only way that we can protect the value of the certificate for those who are willing to put forth the necessary effort to answer the projects themselves.

### Preparation and Mailing Instruction

Please Staple Your Solution to the Cover Sheet provided. (If too thick, use a binder clip.)

Prepare Your Solutions In Appropriate Form Giving Attention To Such Details As Quality of Paper, Margins, Headings, and Neatness. All Work Must Be Typewritten and Double-Spaced.

Do NOT Include Your Project In Any Type Of Folder.

Mail Your Solutions To:                    Graduate School of Banking at LSU  
    4273 Highland Road  
    Baton Rouge, LA 70808-4541

*Keep a Copy of each Project.* Extensions will not be granted to rework lost projects.

Extensions will be granted only in extreme personal hardship cases. Overwork in the bank is NOT grounds for an extension. Extensions can be requested by calling Don Woodland at 225/766-8595 or emailing donw@gsblsu.org *before the due date*.

### Information for Grading and Handling Bank Study Projects

When completed, bank study projects are mailed by the student directly to the Graduate School of Banking office. Each project is due on the 15th of the month. *It can be postmarked by the Post Office on the 15th, but NO LATER than the 15th.* Projects which are marked by the Post Office with a date past the 15th will be considered late regardless of when the project was "metered". In the event the 15th is a Saturday, Sunday, or holiday, the project may be postmarked by the Post Office the following working day. *It is NOT necessary to overnight the projects via UPS, FedEx, etc.*

The office records the receipt of the projects and sends them to the grader for grading. Questions concerning correspondence study records, receipts, and routing problems should be directed to the Graduate School of Banking office at 225/766-8595.

### **Grading**

When graded, the projects receiving satisfactory grades are returned to the Graduate School of Banking office. The office records the grades and returns the projects to the students.

Projects that are unsatisfactory are returned to the student with an indication of the nature of the deficiencies. The student is requested to rework the project and return it directly to the Graduate School of Banking office to be forwarded to the grader. Students are allowed three weeks to rework an unsatisfactory project. A grade of "C" is recorded for satisfactorily reworked projects. The corrected project is returned by the grader to the School office.

Students wishing to have their projects regraded should contact the Graduate School of Banking office within two weeks after receiving their graded project. The project will be returned to the course coordinator and grader for his/her evaluation of the paper.

All grades of GSB students are held in confidence and will not be released to any person without the student's written consent.