

## **Code of Academic Ethics**

**Objective:** The objective of this policy is to provide guidelines to staff who serve the college concerning the approach towards actions with colleague, students and sub-staff.

### **Scope**

The provisions of this Code apply to persons whose service to the College includes teaching, scholarship, librarianship, and academic administration. Such persons are referred to in the Code as “Academic Personnel.” References in the Code to “Faculty” include tenured members of the faculty, librarians, and persons whose service to the College may lead to tenure.

#### **I. Specific Responsibilities**

There are specific responsibilities that devolve upon the academic appointee who accepts a position at College . Observance of such specific responsibilities as the following is also a component of academic ethics.

1. A teacher will maintain a clear connection between the advance description and the conduct and content of each course presented to ensure efficient subject selection by students.
2. A teacher will clearly state the course goals and will inform students of testing and grading systems; moreover, these systems should be intellectually justifiable and consistent with the rules and regulations of the academic division.
3. A teacher will plan and regulate class time with an awareness of its value for every student and will meet classes regularly.
4. A teacher will remain available to students and will announce and keep liberal office hours at hours convenient to students.
5. A teacher will strive to develop among students respect for others and their opinions by demonstrating his or her own respect for each student as an individual, regardless of age, color, disability, ethnicity, gender identity, marital status, national origin, race, religion, or veteran status.
6. A teacher will strive to generate a proper respect for an understanding of academic freedom by students. At the same time, a teacher will emphasize high standards and strive to protect students from irrelevant and trivial interruptions or diversions.
7. A librarian will continually develop, maintain, and make improvements to standard and specialized information resources and library services in support of the teaching, research and general learning functions of the College.
8. A librarian will cooperate with the teaching and research faculty to develop library collections in support of the curricular offerings of the academic community.

9. A librarian will strive to generate a proper respect for academic intellectual freedom in the discharge of the librarian's professional obligations to the patron, the College, and the community at large.
10. A librarian will strive to care for and preserve library information resources.
11. A librarian accepts the responsibility for the care and preservation of library materials.
12. Academic personnel will strive to protect not only their own right to freedom of inquiry, teaching, and expression but also their colleagues' right to the same freedoms.
13. While in the classroom, academic personnel should refrain from adverse personal comments about their colleagues. At all times, academic personnel should exercise restraint and discretion in comments about other courses or divisions in the College.
14. Each academic person will insure that outside commitments do not interfere in terms of time, energy, or conflict of interest with obligations to the College.
15. He or she will give adequate notice of interruption or termination of service. In order that instructional programs will not be interrupted, before leaving, the academic person will:
  - a. complete all normal duties;
  - b. provide complete records of grades and similar data to departmental chairpersons; and
16. He or she will work with colleagues individually and collectively toward furthering both personal and group interests so long as such cooperation does not require violation of intellectual and moral integrity.
17. Each academic person will accept a share of the obligation for helping the College function smoothly as a living and vigorous organization. Toward achieving this goal, each will serve on committees, accept a reasonable burden of administrative duties, and work cooperatively with administrative officers of the College in order to further all the legitimate goals of the institution.

## II. **Responsibilities as College Citizens**

Academic personnel, therefore, accept and adopt the provisions of the College Code of Student Rights, Responsibilities, and Conduct pertaining to personal misconduct on College, which is written below:

### **Personal Misconduct on College Property**

The College may discipline a student for the following **acts of personal misconduct that occur on College property**, including, but not limited to, academic and administration buildings, and recreational facilities:

Dishonest conduct including, but not limited to, false accusation of misconduct, forgery, alteration or misuse of any college document, record or identification; and giving to a college official information known to be false.

1. Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.
2. Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.
3. Unauthorized release or use of any College access codes for computer systems, duplicating systems and other College equipment.
4. Disorderly conduct, including obstructive and disruptive behavior that interferes with teaching, research, administration or other College or College-authorized activity.
5. Failure to comply with the directions of authorized college officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; or refusal to vacate a college facility when directed to do so.
6. Unauthorized entry, use, or occupancy of College facilities.
7. Unauthorized taking, possession or use of College property or services or the property or services of others.
8. Damage to or destruction of college property or the property belonging to others.
9. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
10. Possession of any weapon or potential weapon on any college property contrary to law or College policy; possession or display of any firearm on college property, except in the course of an authorized activity.
11. Sale of any firearms from College property or using College facilities, including through computer and telephone accounts; intentional possession of a dangerous article or substance as a potential weapon.
12. Acting with violence.
13. Aiding, encouraging, or participating in a riot.
14. Stalking or hazing of any kind whether the behavior is carried out verbally, physically, electronically or in written form.
  - a. All forms of stalking, including as defined in the Misconduct Policy
  - b. Hazing is defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
15. Physical abuse of any person, including the following:

- a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
  - b. Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in College-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur; or
  - c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in College-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur.
16. Verbal abuse of another person, including the following:
- a. An express or implied threat to
    - i. Interfere with an individual's personal safety, academic efforts, employment, or participation in College-sponsored activities and under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
    - ii. Injure that person, or damage his or her property; or
  - b. "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.
17. Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law.
18. Unauthorized possession, manufacture, sale, distribution or use of illegal drugs, any controlled substance, or drug paraphernalia. Being under the influence of illegal drugs or unauthorized controlled substances.
19. Intentionally obstructing or blocking access to college facilities, property, or programs.
20. Violation of other disseminated College regulations, policies, or rules. Examples of such regulations include but are not limited to college computing policies, residence hall policies, and recreational sports facility policies.