

## STUDENT CODE OF CONDUCT

The success and reputation of the Western New England University College of Business is built upon the words and deeds of the members of the College of Business community. All members of the community – students, faculty, and staff – are responsible for advancing the College's mission through professional conduct and a commitment to excellence, which includes an embrace and affirmation of this Code of Conduct. Personal responsibility, respect, integrity, and professionalism are the guiding principles for our learning community. Further, it is intended that this Code of Conduct be a complement to and in harmony with the University code governing student conduct.

### PERSONAL RESPONSIBILITY

- I will:**
- take responsibility for my words and actions in the classroom, on campus, and in the community.
  - keep informed of and abide by University policy, course syllabi, and other standards intended to guide student behavior.
  - arrive at classes, meetings, and presentations at scheduled times.
  - honor academic commitments including course meetings, group/teamwork assignments and meetings, scheduled study sessions, Kodiak participation, and midterm and final exam schedules, for example.
  - adhere to deadlines for academic and personal matters.
  - notify professors in advance of academic conflicts with other commitments such as family emergency, internship meetings, job interviews, professional development activities, or varsity athletic contests.
  - complete any make-up assignments or other work assigned by the faculty member.
  - seek out support when needed from academic and personal development resources available on campus.

### RESPECT

- I will:**
- be polite and respectful of students, faculty, staff, and guests.
  - respect the opinions and differences of all members of the community.
  - practice civility and refrain from engaging in behaviors that are detrimental to the learning process.
  - respect the integrity of the classroom and other learning environments.
  - not steal or deface the property of others.
  - silence and put away my cell phone during class, guest speaker appearances, and all other professional presentations.
  - model exemplary behavior in the classroom; use appropriate language; and not engage in side conversations that are distracting to other students, the instructor, or presenters.
  - leave class or a presentation only with the instructor's permission.
  - refrain from accessing the Internet unless instructed to, and refrain from messaging, checking email, or playing electronic games.

### INTEGRITY

- I will:**
- conduct myself with honesty and integrity in all matters.
  - not seek or help others to gain an unfair advantage in completing academic assignments.
  - collaborate with others in the completion of academic work only when authorized by the instructor.
  - use technology—computers, programmable calculators, PDAs, cameras, digital voice recorders, and cell phones, for example, only for the purposes authorized by the instructor; understanding that electronic devices are not to be used to capture, share or store information in an unauthorized manner.
  - properly cite and acknowledge in my assignments all sources of ideas, examples, and wording other than my own.
  - use notes or books during tests, quizzes, or exams only as authorized by the instructor.

### PROFESSIONALISM

- I will:**
- act in a professional manner.
  - commit myself to a high standard of professional conduct both in and out of the classroom.
  - model professional behavior, and be well-groomed and dress in a manner that is appropriate to the situation.
  - continually make efforts to develop professionally, including participation in mock interviews, networking events, professional development programs, and other related activities.
  - present myself in a professional manner.
  - strive to maintain an updated resume and other appropriate business materials.
  - hold myself in a presentable manner outside of the classroom, including in an online presence such as social media.
  - represent Western New England University to the best of my ability through my commitment to the measures above.

Personal responsibility, respect, integrity, and professionalism are the core values that enable the College of Business to be the vibrant community for learning that it strives to be for all its members.

*The College of Business Code of Conduct was originally developed by the Presidents of all of the College of Business Student Associations who formed the Allied School of Business Associations (ASBA) for the express purpose of developing a Code of Conduct. The ASBA developed the original code of conduct in the 2006-07 academic year. The Code of Conduct was endorsed by the Faculty of the College of Business in May 2007. The student Honors Council reviewed and revised the Code of Conduct in the 2017-18 academic year. The revised Code of Conduct was endorsed by the Faculty of the College of Business in October 2018.*