

Educators' Code of Ethics
NKU College of Education

This document is in effect for students enrolled in all of the undergraduate and graduate education programs in the College of Education.

- A. Students must demonstrate professional behavior in any activity on campus or in the community when representing the education programs in the College of Education at Northern Kentucky University. Behaviors consistent with this standard include, but are not limited to, the following:
1. The student shall comply with the Professional Code of Ethics for Kentucky Certified Personnel (<http://www.kyepsb.net/legal/ethics.asp>)
 2. The student shall comply with all policies, statutes, rules and procedures established by state and local agencies as well as Northern Kentucky University.
 3. The student shall comply with all rules and regulations of the local school(s) for any field assignment or class assignment.
 4. The student shall recognize, respect and plan for the diversity that exist in the classroom and greater community.
 5. The student shall create and maintain a safe physical and emotional learning environment.
 6. The student shall collaborate with others in a positive, cooperative and courteous manner.
 7. The student shall not falsify or misrepresent any facts, documents, reports or information given to faculty, staff, supervising teachers, university supervisors, students, colleagues or others.
- B. Students must demonstrate professional behavior when using technology for instructional and research purposes, whether using NKU's resources, resources at a P-12 institution, or personal computers. Behaviors consistent with this standard include, but are not limited to, the following:
1. The student shall obtain permission to use and shall give appropriate citations for any work of another person used in her/his assignments.
 2. The student shall submit only his/her original work.
 3. The student shall comply with all fair use and copyright requirements when installing and using software on any computer.
 4. The student shall use email and other web-based communication tools (e.g. social networks) in a responsible and professional manner at all times.
 5. The student shall use computing resources in a responsible, ethical and professional manner and will refrain from using computers in ways such as:
 - Displaying sexually explicit or other inappropriate materials
 - Sending, forwarding or condoning harassing, fraudulent, threatening, or discriminatory communications of any kind,
 - Breaking into, hacking or obtaining unauthorized access to any computer, or sharing other person's password or user account
 - Any other illegal actions, including copyright violations.
- C. Students must demonstrate a professional level of responsibility for academic performance and respect for all students, supervisors and faculty and for the education profession. Behaviors consistent with this standard include, but are not limited to, the following:
1. The student shall treat supervising teachers, university supervisors, students, staff, colleagues, faculty and others with respect at all times.
 2. The student shall not make judgments and/or remarks based on stereotypes and other biases related to race, culture, gender, social class, sexual orientation, religion, disability or ability level. Derogatory or demeaning behavior/language based on prejudice and bias is always unacceptable.
 3. The student shall demonstrate professional responsibility through full participation in all course activities and compliance with attendance policies in accordance with each course syllabus.
 4. The student shall exhibit professional responsibility for completion of course assignments in the required time frame.
 5. The student shall exhibit a professional level of respect in class and field assignments by recognizing the authority of the faculty member and by showing courteous and appropriate behavior to all participants. Negative or disruptive comments, usurping authority in class, physical intimidation, and inappropriately aggressive behavior or comments will not be tolerated.
 6. The student shall exhibit a positive attitude toward the education profession and his/her content area. Disrespect shown through negative remarks, poorly prepared lessons, unprofessional appearance or low expectations for self and others is unacceptable.

- D. Students must demonstrate personal conduct consistent with professional behavior. Behaviors consistent with this standard include, but are not limited to the following:
1. The student shall accept constructive criticism from other students, faculty, supervisors or others. A hostile or resistant attitude toward learning, as demonstrated by the refusal to participate in supervisory or advising sessions, is not acceptable.
 2. The student shall consistently attend classes and meetings. Failure to keep appointments and frequent absenteeism or tardiness in class or field assignments is unacceptable.
 3. The student shall demonstrate appropriate behavior in class or field assignments. Displays of disruptive behaviors such as screaming, insulting, ignoring, excessive talking, sleeping, irresponsible use of cell phone, inappropriate communications, intimidation, stalking, usurping authority in class, intoxication, drug use, or being indifferent to the feelings of students, faculty, supervisors, colleagues and/or others is unacceptable.
 4. The student shall maintain a professional appearance in all field assignments. The student must comply with all dress standards and policies expected of a school's professional staff. Appearance deemed unacceptable in most schools include, but is not limited to the following: body piercing, exposed tattoos, the wearing of jeans, revealing attire, sweat pants, tank tops, inappropriate tops and shoes.
 5. The student shall develop and adhere to appropriate professional boundaries in all relationships. Developing an intimate friendship that conflicts with professional roles or developing romantic and/or sexual relationships with a student, instructor, staff member or supervisor is unacceptable.
 6. The student shall not engage in harassment in any form or accuse others inappropriately of harassment. This includes sexual harassment, and harassing by use of phones, email, or any other form of communication.
 7. The student shall not issue implied or explicit threats to faculty, supervisors, students, staff or colleagues.
 8. The student shall not attend class or field assignments under the influence of any non-prescribed drugs or medications or alcohol.
 9. The student shall not commit a crime, be convicted of a crime, or serve probation while a current student in an education program.

The purpose of the Code of Ethics is to establish standards of conduct for students in the education programs in the College of Education and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these standards. Each student in one of the education program is bound by the provisions of this Code of Ethics and is presumed to be familiar with all of these standards.

Students should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity whether covered in the Code of Ethics or not.

The student shall recognize that, in addition to academic standards, faculty have the prerogative and responsibility to set behavioral standards for class or field assignments. As a community of learners, certain behaviors are expected and faculty have the responsibility and authority to establish those expectations. Failure to meet these standards can lead to deferral for admission to the education program, dismissal from class or field assignments, and revocation of admission from the education program, or set conditional requirements for continuation in the education program.

Procedures for Violation

1. An instructor or administrator who believes that a student has violated the education programs' Code of Ethics shall communicate with the student within ten (10) working days from the date of the discovery to schedule a meeting to discuss the violation. The appropriate program coordinator will be appraised of the incident within five (5) working days following the meeting if the instructor believes the violation has been substantiated. The instructor may apply one or more of the following actions should a student be deemed to be in violation of the Code of Ethics:
 - a. An oral admonition or reprimand.
 - b. A written admonition or reprimand.

- c. Conditional requirements for continuation in the course.
- d. A failing grade for an assignment.
- e. A failing grade in the course.
- f. Removal from the course.

Written documentation regarding the violation and instructor's decision will be placed in the student's advising folder and copied to the appropriate program coordinator. In addition, the student's name, meeting date, and the instructor's name will be placed in the "Code of Ethics" log for future reference. The instructor may report the incident concurrent with his/her investigation to the program coordinator or other appropriate agency.

2. If the student wishes to appeal a decision, the program coordinator will be contacted. This individual will review all materials, consult with the instructor and student and attempt to resolve the problem. The program coordinator shall communicate with the student within ten (10) working days from the date of the notification to schedule a meeting to discuss the violation. The program coordinator may report the incident concurrent with his/her investigation to the Dean of Students and the University Honor Council if deemed appropriate. (Students will need to refer to the Student Handbook for procedures related to the Dean of Students and the University Honor Council.)

The program coordinator may apply one or more of the following actions should a student be found to be in violation of the Code of Ethics:

- a. An oral admonition or reprimand.
 - b. A written admonition or reprimand.
 - c. Conditional requirements [i.e. counseling] for continuation in the education program.
 - d. Suspension from the education program or education class for the remainder of the semester and/or year.
 - e. Suspension from the education program or education class for the semester following the current semester.
 - f. Suspension from the education program for one or more years.
 - g. Dismissal from the education program.
3. The student may appeal the decision of the program coordinator through the Office of the Dean of the College of Education to the **Dispositions Committee** within ten (10) working days after notification of the program coordinator's decision. The student will be contacted within 10 working days of receiving the referral/ appeal so the hearing can be scheduled. The Dispositions Committee will collect evidence by research and interview. The student shall have an opportunity to be heard by the panel. Insofar as possible, all parties directly involved in the process will cooperate by honoring the panel's request for such information relevant to the process and such information shall be held in strict confidence. The Dispositions Committee will review the charges and make one of three decisions: 1) confirm the program coordinator's decision; 2) make a different recommendation, or 3) refer the incident to the Dean of Students and the University Honor Council. The decision of the Dispositions Committee is final. The student will be notified by the office of the dean of the decision of the Dispositions Committee.
 4. If the student believes that there were procedural errors or omissions in the proceedings, he/she may appeal the process to the office of the dean within 10 working days of the final decision of the Dispositions Committee.
 5. The student may have additional rights and should consult the University Student Handbook for additional information.

Signature: _____ date: _____