



## College of Court Reporting Academic Integrity and Conduct/Professionalism

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### Academic Integrity and Conduct/Professionalism

Link: <http://www.ccr.edu/Catalog/Catalog.pdf> (pp. 24-26)

It is assumed that adults who have chosen a profession subscribe to a high moral and ethical code. Students are expected to conduct themselves in a manner compatible with the standards of the profession that they are entering. A conduct policy has been adopted by the college. Any student with behavioral problems will be admonished and advised whenever necessary. If such problems continue to exist, the student may be dismissed.

1. A student who is disruptive in class or whose attitude is so lax and/or inattentive as to deter the morale and/or cause dissension among the class members will be subject to probation or dismissal (see professionalism).
2. Any student who is insubordinate, uses obscene language, or whose conduct is abusive to instructors or other students will be terminated.
3. Cheating or plagiarizing on a test, assignment, or other work is a serious offense and grounds for immediate dismissal. A student who performs any school-related work, assignment, quiz, test, evaluation, etc., is the same person who enrolled CCR and that the results will reflect the student's own knowledge and competence.
4. Any student whose conduct interferes with the learning of another student will be cautioned. If such conduct continues, that student will be terminated.

All students are reminded that they are preparing for professional fields that will not tolerate unprofessional behavior. Online students are also admonished to refrain from unprofessional language, comments, and discussions online in the live virtual classroom, discussion board, or in other online forums. Students are expected to be of a professional demeanor and will be expected to refrain from making comments that are abusive to an instructor or other students. If a student is having a problem in a class, disagrees with the teacher for some reason or another, or is upset over something, there are a number of professionally accepted ways to deal with the situation. Personal grievances should be handled in private where other students do not have access (e-mail, telephone call, letter to the attention of the instructor or president).

"In recognition of the fact that people are fallible, this policy is announced for the purpose of resolving any grievance a student might have while attending the College of Court Reporting. By definition, a grievance is a circumstance or condition thought to be unjust and the basis for complaint or resentment.

"The College of Court Reporting will not knowingly tolerate the unjust treatment of any student. With this in mind, any student having a grievance should promptly bring the matter to a faculty member if appropriate, so the grievance might be resolved. If the student feels that it is inappropriate to take the matter to a faculty member or if the faculty member does not resolve the matter to the student's satisfaction, the student should take the grievance to the executive director, if appropriate."

In conclusion, any student who is disruptive as outlined in the student handbook may be subject to immediate probation and/or termination.

1. All unprofessional behavior and unreasonable conduct will be reported to an administrator.
2. The administrator will talk to the student and/or teacher.
3. The student's behavior will be documented and such documentation will be placed in the student's personal file.
4. The student will be placed on probation with a warning about the behavioral problem.
5. A second demonstration of unprofessional conduct will result in termination from the school.

#### **Biennial Review by CCR of its Drug-Free Workplace/Drug-Free School Policy Compliance**

The administration of College of Court Reporting will review on a biennial basis the effectiveness of the programs stated in its Drug-Free Workplace/Drug-Free Schools Policy Statement and will implement changes to the programs if they are needed in accordance with the Drug-Free Schools and Communities Act amendments of 1989 (Public law 101-226). This review will also be conducted to ensure that the disciplinary sanctions stated in the CCR Policy Statement are consistently enforced.

#### **Drug-Free Workplace/Drug-Free Schools Policy Statement**

This is a statement of the standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use, or distribution of illicit drugs and alcohol by CCR students and employees on CCR property or as part of any of its activities. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in and on CCR property or as part of any of its activities. Any CCR employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination/expulsion and referral for prosecution. No employee/student is to report to work/class or any CCR activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee/student will be reason for evaluation/treatment for drug/alcohol use disorder and/or for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law.

#### **Campus Alcoholic Beverages Policy**

The serving, possession, and consumption of alcoholic beverages shall comply with state and federal laws and city/county ordinances. In addition, the college has formulated the following policies governing the serving, possession, and consumption of alcoholic beverages on CCR property or as part of any of its activities.

Students are required to review and abide by the provisions set forth in the Drug-Free Workplace/Drug-Free Policy outlined in the student handbook. Topics include:

- Review by CCR of its Drug-Free Workplace/Drug-Free School Policy Compliance;
- Guidelines;
- Approval Procedures for Student Groups;
- Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol; and
- Applicable Legal Sanctions Under Federal, State and Local Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol.