



*Concordia University Texas  
College of Education  
Graduate Program*

This is to verify that I have received, I have read, I understand, and I agree to follow the *Code of Ethics and Procedure for Violation* for the College of Education.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Concordia University Texas College of Education**  
**Code of Ethics and Procedure for Violation**

The purpose of the Code of Ethics is to establish standards of conduct for students, professors and staff members 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, professor and staff member in the College of Education is bound by the provisions of this Code of Ethics and is presumed to be familiar with all of these standards.

“As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between the professor and the student. They avoid any exploitation, harassment, or discriminatory treatment of students.” (American Association of University Professors Statement, 1990)

College of Education students, professors and staff members conduct themselves in a manner that is consistent with the highest degree of ethical integrity. In addition to compliance with all standards and policies in the CTX Student Handbook, students, professors and staff members in the College of Education will

**A. Demonstrate professional behavior when representing the College of Education of Concordia University Texas in any activity on campus or in the community. Behaviors consistent with this standard include, but are not limited to, the following:**

- 1) Complying with the “Code of Ethics and Standard Practice for Texas Educators (effective September 1, 2002).” [www.sbec.state.tx.us](http://www.sbec.state.tx.us)
- 2) Complying with all policies, statutes, and rules established by state and local agencies as well as those established by Concordia University Texas. Comply with all rules and regulations of the local school(s) for any field assignment or class assignment.
- 3) Recognizing and respecting diversity that exist in the classroom and plan accordingly.
- 4) Supporting a safe physical and emotional learning environment.
- 5) Collaborating with others in a positive, cooperative and courteous manner.
- 6) Not falsifying or misrepresenting any facts, documents, reports or information given to faculty, staff, cooperating teachers/site supervisors, university supervisors, students, colleagues or others.
- 7) Faculty and staff, not disclosing information about College of Education students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

**B. Demonstrate professional behavior when using technology. Concordia University Texas College of Education students are to use technology for instructional and research purposes, whether using CTX's resources or at a PK-12 institution. Behaviors consistent with this standard include, but are not limited to, the following:**

- 1) Obtaining permission to use and giving appropriate citations for using some or all of another's work.
- 2) Adhering to all Acceptable Use and other computing policies of Concordia University Texas as outlined on the CTX website [www.concordia.edu](http://www.concordia.edu).

**C. Demonstrate a professional respect for all students, supervisors and faculty as well as the education profession. In the Concordia University Texas College of Education emphasis is placed on the creation of an inclusive learning environment. Behaviors consistent with this standard include, but are not limited to, the following:**

- 1) College of Education students view each relationship with their professors, supervisors, fellow students and PK-12<sup>th</sup> grade students with a positive attitude and a belief that each one is a special child of God and each interaction is an opportunity to enhance their professional growth.
- 2) Faculty and staff members view each relationship with College of Education students with a positive attitude and the belief that each one is a special child of God who has many gifts and talents that may contribute greatly to the education profession.
- 3) College of Education students treat cooperating teachers, site supervisors, university supervisors, students, staff, colleagues, faculty and others with fairness and respect.
- 4) College of Education students comply with all policies stated in each course syllabus.
- 5) Faculty members are fair and balanced in their evaluation of student work.
- 6) College of Education students complete course assignments in required time frames.
- 7) College of Education students exhibit a positive attitude toward the education profession and their chosen content area(s).

**D. Demonstrate personal conduct consistent with professional behavior. Behaviors consistent with this standard include, but are not limited to, the following:**

- 1) College of Education students accept constructive criticism from peers, faculty, supervisors or others.
- 2) Faculty members encourage the free exchange of ideas among themselves and their students.
- 3) College of Education students consistently attend scheduled classes and meetings.
- 4) Faculty members meet classes as scheduled, post and maintain office hours, advise students and provide access to course requirements and other information as needed.

- 5) College of Education students comply with all class and school policies and procedures in classes and field assignments.
- 6) College of Education faculty and students maintain a professional appearance in all field assignments, complying with all dress standards and policies expected of a school's professional staff. The following practices/items are generally not considered professional: exposed body piercings or tattoos, jeans, revealing attire, sweat pants, tank tops, and other casual dress as designated by the setting.
- 7) College of Education faculty, staff and students develop and adhere to appropriate professional relationships.  
Candidates are not permitted to develop a friendship that conflicts with professional roles or develop a romantic and/or sexual relationship with a PK-12 student or cooperating teacher/site supervisor, university instructor, staff member or supervisor. Faculty are not permitted to hinder any student's academic progress or create a situation in which any student is either favored or negatively impacted. Faculty may not determine award grades for reasons other than academic performance or demonstration of professional skills, attitudes or knowledge in the PreK-12<sup>th</sup> grade classroom.
- 8) College of Education faculty, staff and students will comply with all laws and code prohibiting the following
  - sexual harassment or accusing others inappropriately of sexual harassment
  - issuing implied or explicit threats to faculty, supervisors, students, staff or colleagues.
  - attending class or field assignments under the influence of illegal drugs or alcohol.
  - using any form of harassment such as phone calls, emails, or written communication toward other students, faculty, staff or colleagues.

It is the expressed responsibility of the faculty to set behavioral standards for class and field assignments as well as academic standards. As a Christian community of learners, certain behaviors are expected and faculty establishes and upholds those expectations. If these standards are not met, College of Education faculty are responsible for following protocols (in addition to those in the CTX Student Handbook) which may include dismissing the student from a class or field assignment, revoking admission to the Certification Program, or setting conditional requirements for continuation in the Certification Program.

Protocols for reporting, discussing and taking action regarding ethics violations can be found in the CTX Student Handbook.