

Standard Eleven: Integrity

Description

Institutional Policies and Procedures on Integrity

The Urban College of Boston is chartered by the Commonwealth of Massachusetts through the Higher Education Coordinating Council. The charter authorizes the award of the Associate of Arts degree in specified fields of study and it is under this authority that the College carries out its operations. Should the College wish to expand its degree offerings, approval of a charter amendment would be necessary. The Urban College operates with honesty and integrity with New England Association of Schools and Colleges and complies with its standards, policies, requirements of affiliations and requests.

The Urban College expects that Board, administration, staff, faculty and students will all *act responsibly and with integrity* and *fosters an atmosphere where issues of integrity can be openly considered*.

The Urban College of Boston is committed to fostering a climate of honesty and integrity in all its internal and external relations and clearly expects all individuals affiliated with the College to fully adhere to its published and understood policies and practices (See Exhibit 11.01: *Urban College Policies and Procedures*).

Consistent with its mission, the College is guided by its principles of service, collaboration and equity, choosing to deal honestly and fairly with all concerned, to act with integrity and to represent itself to the public in a comprehensible, straightforward manner. Respect for others, the rights of human beings and their potential for growth marks the attitudes and conduct for those associated with the College.

Institutional policies are published in the *College Catalog*, on the website and in the student, staff and faculty handbooks. Printed copies of UCB's policies and procedures are also available in the Office of the Academic Dean and the Office of Enrollment Services. These policies include:

- Policy on Nondiscrimination and Affirmative Action
- The Family Educational Rights and Privacy Act (FERPA)
- The Jeanne Cleary Disclosures of Campus Security Policy and Campus Crime Statistics Act
- Hazing (Mass. General Laws, Chapter 269, Sections 17, 18, 19)
- Drug-Free Schools and Communities Act Amendments of 1989
- Voter Registration Act (Mass. General Laws, Chapter 270, Sec. 22)
- Student Absences Due to Religious Beliefs (Mass. General Laws, Chapter 151C, Sec. 2A)
- Recruitment and enrollment policies and procedures

- Academic policies and procedures
- Student conduct policies and procedures

Urban College does not tolerate any behavior of administrators, faculty, staff or students which constitutes harassment of students or employers on the basis of gender, age, religion, race, color, sexual orientation, disability or national and ethnic origin. Statements explaining these laws and all policies are published in the *College Catalog*.

Applications of Integrity Standards

The rights of students to privacy and fair treatment are fully protected by College policies and practices (See Exhibit 10.03: *Urban College Policies and Procedures*). Official student files are maintained securely in the Office of Enrollment Services. Unofficial files kept by faculty, Academic Student Support and the Academic Dean are secured in appropriate locations. Access to student grades is limited to key administrators. Requests for information on students are honored only if presented in writing and authorized by student signature. To have grades sent to another institution, students must complete a *Request for Transcript* form. (See Exhibit 6.09: *Request for Transcript Form*.)

Grievance procedures are available to students alleging discrimination, violation of rights, or unfair disciplinary action. Procedures are outlined in the *Student Handbook* and can be found in the *College Catalog*. Students may appeal grades which they deem unfair or prejudicial or which do not reflect grading policies detailed in course syllabi. A policy on academic honesty appears in the *College Catalog*; cases of plagiarism will result in disciplinary action.

Students are expected to submit work that is the result of their own effort. Students must avoid plagiarism, defined as the use of language, ideas, or thoughts of another author and the representation of them as the student's own work. Any form of intentional plagiarism or carelessness in differentiating between what is another person's work and what is the result of a student's effort is subject to disciplinary action on the part of the instructor and/or Academic Dean, and may result in failure of the course. The instructor, in consultation with the Academic Dean, will determine an appropriate penalty in cases involving plagiarism. Also, giving or receiving help during a quiz or examination will result in disciplinary action by the instructor and/or Academic Dean.

Standard copyright laws are posted adjacent to copying machines and users are expected to comply with these regulations. They are also cited in the Faculty, Staff and Student Handbooks.

Policies concerning student status and academic policies and procedures are clearly stated in the *College Catalog*, website and *Student Handbook*. Every effort is made to inform and counsel students of these policies.

The College is dedicated to the free pursuit and dissemination of knowledge. To this end, faculty are assured academic freedom; statements attesting to this position appear in the *Faculty Handbook*. (See Exhibit 5.07: *Faculty Handbook*.)

All members of the College community are protected by the policies and practices of non-discrimination as stipulated in the *Civil Rights Laws of 1964, Title IX of the Higher Education Amendments of 1972* and *Sections 503 and 504 of the Rehabilitation Act of 1973*. Urban College is an equal opportunity employer, complies with the Drug Free Workplace Act of 1988 and maintains a smoke-free environment. Statements of compliance are published in the *College Catalog* and located on the College website.

One need only walk into the Urban College of Boston for a few minutes to appreciate the extent to which the institution is committed to carrying out its mission of providing educational opportunities to a diverse population of urban students with the utmost integrity.

Appraisal

The Urban College has chosen to conduct its business in an environment marked by equality of opportunity and by personal and organizational responsibility for maintaining high standards of integrity.

Faculty and staff demonstrate a high degree of sensitivity to cultural, racial and age differences. Students continue to feel welcomed, that differences are appreciated and that needs resulting from diverse backgrounds and experiences are understood.

The College reviews and evaluates its policies on an annual basis.

Institutional Effectiveness

As an institution whose mission is founded on the principle of social justice, integrity is inherently woven into the fabric of the Urban College of Boston. This is demonstrated throughout the College community. Every member of the College is responsible for personal and institutional integrity.

The *Standards Audit* confirmed that integrity is central to UCB's operations: it was the only standard for which respondents gave the highest rating for each question.

Integrity, in general, was ranked as the College's fourth highest strength by respondents in the *Community Survey*. Eighty-four (84) percent of the total sample believes that UCB demonstrates great strength in integrity. Eighty-three (83) percent believe that *UCB takes effective steps to assure academic honesty* and 74 percent believe that *UCB has appropriate policies and procedures for fair resolution of grievances* (for faculty, staff and students).

The UCB Board of Trustees is the final oversight body for personnel policies and contractual arrangements for the College and reviews those policies and contracts annually.

Projection

- The College will stay abreast of policies and procedures relevant to the protection of all members of the UCB community.
- The College will continue to fully inform new faculty and staff, through orientation and workshop sessions, regarding the diversity of the student body and the special obligations arising from this diversity.
- The College will continue to monitor academic honesty and plagiarism policies to ensure that the College is in compliance with copyright laws.
- The College will continue to integrate the principles of integrity into the leadership and management of programs in the institution.