In order to pursue its purpose with vigor and implement its educational programs with optimum effectiveness, the University subscribes to the belief that there should be mutual understanding between administration and faculty on the question of faculty responsibilities and professional ethics. The statements which follow were prepared and approved by the faculty and the Board of Trustees and form the working guidelines accepted for employment and obligations assumed by members of the faculty.

GUIDELINES FOR PROFESSIONAL CONDUCT

A faculty member of the University is expected to:

1. Develop and improve scholarly competence and exercise critical self-discipline and judgment in using, extending, and transmitting knowledge to students.

2. Respect the opinions of colleagues and exercise high professional judgment in relationships with the faculty.

3. Demonstrate competence in conducting classes, seminars, lectures; leading discussions; making appropriate assignments of work; organizing the general program of courses; and evaluating student achievement. Command of subject matter and continuous growth in the scholarship of the major field are expected.
4. Assist students, individually as well as in groups, by providing academic guidance and by stimulating intellectual curiosity and growth.

5. Develop and use adequate teaching aids, course outlines, syllabi, textbooks, charts, and other materials sufficient to insure an effective instructional program.

6. Demonstrate professional growth by participating in professional organizations, presenting professional papers, and publishing articles or books which may be the result of research or creative work, or by giving performances or holding exhibits.

7. Participate regularly in the school/college, division, and department meetings.

FACULTY-STUDENT RELATIONS

STUDENTS' FREEDOM TO LEARN

Freedom to teach and freedom to learn are inseparable features of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. As members of the academic community, North Carolina Agricultural and Technical State University students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

FREEDOM OF ACCESS TO HIGHER EDUCATION

No student may be barred from admission to North Carolina Agricultural and Technical State University on the basis of race, national origin, color, creed, religion, sex, age, physical or mental disability, veteran’s status, political affiliation, sexual orientation, and sexual identity.

FREEDOM IN THE CLASSROOM

The instructor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

FREEDOM OF EXPRESSION

Students should be free to take reasonable exception to views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for learning the content of any course of study in which they are enrolled.

ACADEMIC EVALUATION

Students should have protection through orderly procedures against prejudices or capricious academic evaluation. At the same time, they are responsible for maintaining
standards of academic performance established by the instructor at the beginning of each course in which they are enrolled.

IMPROPER DISCLOSURE

Information about students' views, beliefs, and political association which faculty members acquire in the course of their work as instructors, advisors, and counselors is considered confidential under the Federal Education Rights and Privacy Act (FERPA) (See the policy entitled “Implementing the Federal Education Rights and Privacy Act.”) Protection against improper disclosure is an important professional obligation. Anyone who improperly discloses confidential information shall be subject to disciplinary action.

FREEDOM OF ACCESS TO CLASSES AND TEACHERS

Students have the right to select from the sections of a course offered except when a section has been filled. Students shall have the privilege of changing from one curriculum or major to another as long as they meet the minimum academic standards of the department or school/college concerned.

UNREALISTIC AND EXCESSIVE ACADEMIC REQUIREMENTS

It is the responsibility of students to know the major requirements of their curriculum. If a student elects to meet the requirements of a catalogue other than the one in force at the time of original entrance, the student must meet all requirements of the catalogue elected. Students cannot be held to requirements other than those in the catalogue.

STUDENT EXPLOITATION AND STUDENT INVOLVEMENT IN EXPERIMENTS

A student shall not be asked to serve as an assistant to a faculty member or as a subject for research except on a voluntary basis or when the research activity is directly related to the course. (Whenever a student is to be a subject for research, prior approval must first be obtained from the Institutional Review Board (the committee that reviews human subjects research). Students, graduate and undergraduate, shall not teach classes unless prior approval has been given by the academic dean of the school/college concerned.

STUDENT RELIGIOUS OBSERVANCES

As required by N.C.G.S. 116-11(3a), A&T authorizes a minimum of two excused absences each academic year for religious observances required by the faith of a student. See the policy entitled, “Student Religious Observances.”

POLICY ON MAKE-UP OF REQUIRED COURSE WORK

The administration, faculty, and staff recognize that there are circumstances and events which require students to miss classes and required course work which may be performed
or due on the day of an absence. Also, they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (specifically described below), students should be allowed to make up required work.

The following definitions will apply with respect to this policy:

a. Required course work - All work which will be used in the determination of final grades (e.g., examinations, announced quizzes, required papers and essays, required assignments).

b. Instructor - Person responsible for the course and providing instruction and evaluation.

c. Permissible reasons for requesting make-up of required work are sickness, death of relatives (immediate family), participation in approved University related activities, acting in the capacity of a representative of the University (band, choir, sports-related travel, etc.), religious observances, and extraordinary circumstances (court appearance, family emergency, etc.). NOTE: Other reasons for requesting make-up of required course work are not acceptable.

d. Documentation –

Verification of sickness requires a signed statement of a physician or a duly authorized staff member of the Health Center.

Verification of death requires a signed statement from the minister or funeral director.

Verification of participation in University-related activities requires a signed statement from the Office of the Vice Chancellor for Student Affairs.

Verification of other reasonable circumstances (for example: court appearance or family emergency, etc.) requires a signed statement from an appropriate official (e.g., court official, parent or guardian, etc.).

THE POLICY REGARDING MAKE-UP OF REQUIRED COURSE WORK IS AS FOLLOWS:

a. A student may petition an instructor to make up required course work whenever the student has a permissible reason for absence.

b. The student will be required to present documentation which verifies absence was due to a permissible reason.
c. Whenever possible, a student should consult with the instructor prior to an absence that will result in the failure to do required course work. Arrangements for make-up should be discussed and agreed upon at this time.

d. A student must petition for make-up of required course work within three (3) days of the date the work was missed unless extenuating circumstances, which must be justified, exist.

e. If permission is granted to make-up required course work, the instructor and the student should agree on an acceptable date for accomplishing make-up of missed required course work.

f. Failure to timely petition for make-up work (sub-paragraph d) may result in the denial of the make-up option.

INSTRUCTORS SHOULD SCHEDULE MAKE-UP WORK AT A TIME THAT IS CONVENIENT TO BOTH THE INSTRUCTOR AND THE STUDENT.

Approved by the Board of Trustees

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