

## **Civility Code Introduction**

All College of Fine Arts & Communication Studies students, staff, and faculty are committed to collegial and academic citizenship demonstrating high standards of humane, ethical, professional, and civil behavior in all interactions.

We must take responsibility for the relationship between our personal conduct and the quality of campus life. What we do and say always has an effect on others, whether we see it or not. Civility means more than respecting campus facilities and grounds. Civility means consistently treating people with consideration and respect. It means being courteous, polite, and fair. It means recognizing diversity and honoring differing points of view. When our behavior is guided by concern for others in our community, we are being civil. Practicing civility requires thoughtful behavior and checking our assumptions and perceptions of others' race, ethnicity, gender, gender expression, sexual orientation, abilities, culture, belief systems and economic status.

## **Civility Code**

COFAC places a priority on learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students have the right to a learning environment free of disruptive behaviors and offensive comments. Faculty have the right to define appropriate behavioral expectations in the classroom and expect students to abide by them. Faculty have the responsibility to manage and address classroom disruption. Staff have the right and responsibility to define appropriate behaviors necessary to conduct any university activity free of disruption or obstruction.

We believe that in order to achieve these ideals, all COFAC students, staff, and faculty are expected to exhibit and practice civil behaviors that exemplify: (1) respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations; (2) taking responsibility for one's choices, actions and comments; (3) delivering correspondence – whether verbal, nonverbal, written, or electronic – with respectful language using professional writing standards and etiquette; and (4) accepting consequences of one's choices and actions.

The use of offensive, threatening or abusive language, writing, or behavior will not be tolerated and can lead to academic dismissal. Further information about civility can be found in Appendix F of the university catalog.

**Examples will not be listed on the COFAC website. The inclusion of examples is a per professor prerogative. Faculty members are encouraged to discuss expected classroom/student/teacher behaviors.**

Examples demonstrating civility in the classroom as a student include:

- Being respectful of the professor and other students.
- Not texting or using cellular phones and other electronic devices.
- Not using your laptop for activities other than class work.

Not eating or drinking in class.  
Not reading newspapers or listening to music during the class.  
Not sleeping in class.

Examples demonstrating civility in the classroom as a faculty member include:

Being respectful of the students.  
Attempting to understand individual student needs and learning styles.  
Discussing civil behavioral expectations during the first class.  
Taking time to talk with students whose behaviors negatively affect the classroom.  
Encouraging students to follow your civil behavior.

Approved by COFAC College Council on October 20, 2010