

# Professional Expectations and Community Conduct Agreement

## For Graduate and Undergraduate Students

Policies and procedures are a necessary part of cooperative living in every community. Respect for your peers, faculty, and staff is imperative to foster a positive learning environment for all. As part of acceptance into a course of study, all students are required to review and understand the Professional Expectations & Community Conduct Agreement, and agree to uphold it.

The purpose of the Professional Expectations & Community Conduct Agreement is twofold: first, to clarify the conduct expectations that will enable you to maximize your educational experience while studying at Bethel University; and second, to prepare you for professional expectations in the workplace.

By registering for a course, the student acknowledges and accepts the terms of this **Professional Expectations & Community Conduct Agreement** and agrees to submit to the processes outlined below to address violations if and when they occur.

1. As a student within the Bethel teaching & learning community, I commit to:
  - a. Be fully present: attentive, responsive, and engaged.
  - b. Be responsible for myself and my actions.
  - c. Presume welcome and extend welcome in informal interactions, in small group discussion, and in large group discussions and interactions.
  - d. Be a purposeful, critical, creative, and reflective thinker.
  - e. Strive for high-quality work and perform with perseverance.
  - f. Pursue growth, awareness, and appreciation of both our own diverse community as well as that which exists in the broader world.
  - g. Demonstrate care and compassion and avoid assuming that my experiences and points-of-view are shared by others.
  - h. Refrain from trying to fix, save, or correct others in the community. I will turn to inquiry rather than defense when an interaction becomes escalated.
  - i. Pay attention to the distinction between dialogue (which begins with a question) and aggressive confrontation (verbal, non-verbal, or written). I will make sure my questions are sincere, rather than calculated to advance a hidden agenda.
  - j. Remain open and receptive to constructive feedback and criticism related to my ongoing personal and professional formation.
  - k. Maintain confidentiality when expected of me, especially regarding material shared by other students privately.
2. I will check my [bethel.edu](https://bethel.edu) email address at least every other day and I will take full responsibility for knowing the content of all University, program, course and instructor announcements sent to my address. I commit to responding to these announcements and messages when necessary and in a timely manner.
3. I will hold myself accountable for all required work in each of my courses and learning experiences, including adherence to deadlines and due dates.
4. I will follow the principles of academic integrity as outlined in [the Catalog](#).
5. I will assume full responsibility for class attendance and participation. I understand that due to the concentrated, accelerated nature of the programs and emphasis on participatory learning, all students are expected to attend every class session as scheduled, and/or to actively participate in online class activities each week, depending on the course delivery format. I understand that class engagement is essential not only for individual learning, but also for group interaction. I understand that class absences or lack of online engagement will likely have a negative impact on my course grade.
6. I will contact my instructor in the event of an absence or lack of online engagement, including absence due to illness or other emergency. I understand that I will be held responsible for the content and activities of the class session, even if I was not in attendance.
7. I will take full responsibility for completing coursework missed due to an absence in a way that is designated as satisfactory by the instructor. I understand that the instructor—at his or her discretion in the event of an absence—may or may not assign make-up work. I understand that it may not be possible to make up certain absences.
8. I understand that my instructors determine to what degree course absence (online or face-to-face) affects my course grade. In most circumstances, the course must be retaken if more than 20 percent of class time/online engagement is missed. In some circumstances, a course must be retaken if one class session is missed. If more than 20 percent of class time is missed (due to absence, tardiness, early departure, or lack of online engagement), the instructor and I must discuss whether continuing in the course is viable.
9. I have received a copy of the Bethel University Racial and Ethnic Harassment ([bethel.edu/racial-harassment-policy](https://bethel.edu/racial-harassment-policy)) and Sexual Misconduct ([bethel.edu/sexual-misconduct-policy](https://bethel.edu/sexual-misconduct-policy)) policies, and I understand my rights and responsibilities related to these policies.

A violation of any provision of this Agreement may result in a Notification of Concern (NOC) and/or Unprofessional Conduct Incident (UCI) issued to the offending student. A violation triggers corrective action, as appropriate for the situation, at the discretion of the faculty member, program director, or administration, up to and including dismissal from the program or Bethel University.

### Notification of Concern

The purpose of the Notification of Concern (NOC) is twofold: to facilitate student growth toward achieving program outcomes and to provide honest, direct, and immediate feedback to students about issues of concern to faculty and staff. Together, the student, the program director, the manager of student success, and the faculty or staff member will identify a plan of action to deal with this concern. The NOC will be placed in the student's file and copies will be sent to the student, the program director, and the Manager of Student Success involved. The program director monitors the NOCs.

### Unprofessional Conduct Incident

An Unprofessional Conduct Incident (UCI) may be either a discrete incident or the result of a pattern of Notifications of Concern. The consequences of unprofessional conduct in any interaction in a course and/or outside setting (practicum, internship, field experience, etc.) will be addressed by a Professional Conduct Advising Contract between the student and the University. The outcome of the UCI will depend upon the severity of the incident(s). Possible outcomes may include a formal warning, a behavior plan, or immediate dismissal from a program or Bethel. In all cases, three UCIs will result in dismissal from Bethel.

If you have any questions about the information contained in this Agreement, please do not hesitate to contact the [Office of Student Success and Retention](#).