



Office of the Registrar Admissions

The University of America

STUDENT CONDUCT

Students are expected to abide by ethical standards in preparing and presenting material that demonstrates their level of knowledge and that is used to determine grades. The following are considered violations of acceptable student conduct and may result in dismissal:

1. Cheating in any form on academic work.
2. Use of alcoholic beverages or drugs.
3. Use of indecent or profane language.
4. Failure to follow common sense rules of safety and/or posted safety regulations.
5. Harassment or discrimination of any kind.
6. Possession or use of a weapon of any kind.

Drug and Alcohol Policy

Possession of alcohol, drugs, or any indication of substance abuse will be grounds for immediate dismissal from UA without probationary status.

Lost or Stolen Personal Property

UA is not responsible for lost or stolen personal property - valuables should not be left unattended on school grounds or facilities.

Dress Code

All students will be expected to dress in an appropriate manner, to convey a professional appearance or image, and to be neat and clean. "Business Casual" is strongly encouraged. Attending class or entering our campus building while barefooted or bare-chested is specifically prohibited.

Foreign Students

UA does not offer visa services to prospective students from other countries or English language services. UA does not offer English as a Second Language instruction. All instruction occurs in English.

English Proficiency

Our programs are taught in English language. Therefore, it is imperative that the student has sufficient language skills. UA assesses the English proficiency of students by requiring that they complete a Writing Assessment Essay. The essay is evaluated by faculty trained in assessing student writing and experienced in applying standards and performance expectations. Oral English skills are tested as well during a recorded Communication Video with the student as required for Admissions that will demonstrate the students' presentation and speaking skills.

Student Code of Conduct

UA regards and treats students as responsible individuals who are free to organize their own lives, behavior and associations, subject to the laws of the land and to University regulations. The laws and regulations exist to ensure the rights of all members of the University community. With respect to students, these rights, and the responsibilities that accompany them, include, but are not limited to, the following.

1. Of course, you retain all your ordinary RIGHTS as a citizen when you become a member of the university community. By the same token, as a student you continue to have the RESPONSIBILITY to abide by all regulations in addition to the university's own policies. The university may decide to impose and enforce its own discipline procedures, pursuant to its policies, in addition to any enforcement procedures of civil authorities.
2. Subject to availability of the university's resources, you have the RIGHT to participate unhindered in the academic, intellectual cultural and social life of the university. You have the RESPONSIBILITY to respect the rights of others to the same participation by refraining from actions that threaten or disrupt classes, meetings, events or other academic activities, or that prevent others from freely expressing their views.
3. You have the RIGHT to the safety and security of your person in an environment free from harassment, intimidation, discrimination or assault. You have the RESPONSIBILITY to treat others with respect and to refrain from acts of harassment, intimidation, discrimination or assault.
4. You have the RIGHT to safety and security of your personal property. You have the RESPONSIBILITY to refrain from acts of theft, willful destruction or vandalism of the property of others.
5. Subject to your compliance with university policies and regulations, you have the RIGHT to the free and peaceful use of university materials for all legitimate purposes. You have the RESPONSIBILITY to respect and maintain the integrity of such materials so they may be equally available to others.

Student Responsibilities

As an UA student, you have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct.

1. You have the right to an impartial, objective evaluation of your academic performance. You shall receive in writing, at the beginning of each course, information outlining the

method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.

2. You will be treated in a manner conducive to maintaining your worth and dignity. You shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Disciplinary sanctions will not be imposed without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
4. When confronted with perceived injustices, you may seek redress through grievance procedures established in accordance with the University nondiscrimination policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. You may take reasonable exception to the data or views offered in any course of study and may form your own judgment, but you are responsible for learning the academic content of any course for which you are enrolled.
6. All fees and financial obligations to the University will be fully disclosed and explained.
7. You have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the University.
8. You have the right to a quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. You are responsible for conducting yourself in a professional manner within the institutional settings, and to abide by the policies of the University.
10. You are expected to conduct all relationships with University staff and faculty, your peers, and your clients with honesty and respect.
11. You are to comply with directions from UA faculty and staff members who are acting within the scope of their employment, subject to your rights and responsibilities.
12. You have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. You are encouraged to apply creativity in your own learning process while striving for academic excellence and to share your knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.
14. The responsibility to respect and protect the learning environment at the University is shared by all members of the academic community and administration. The freedom and effectiveness of the educational process at the University depends on maintaining an environment that is supportive of diversity and the uniqueness of ideas, cultures, and student characteristics. This diversity and uniqueness is the essence of academic freedom.

Conduct Violations

You will be held accountable for, or should report, the following violations:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of UA documents.
2. Theft, deliberate destruction, damage, misuse, or abuse of UA property or the property of private individuals associated with the University.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other UA activities.
4. Failure to comply with UA officials acting within the scope of their employment responsibilities.
5. Failure to comply with all UA regulations, whether contained in official University publications or announced as administrative policy by a University official or other person authorized by the President/Executive Director of the University.
6. Violence or threats of violence toward persons or property of students, faculty, staff, or UA.
7. Improper use of email and Internet access.
8. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials.
9. Sharing UA-provided user name and password information with another person, allowing another to impersonate a student while logged into any University system, or logging into any University system with another person's user name and password. UA provides each student with a distinct user name and password combination so that the University may confirm the identity of students as they log into online courses. Misuse of this information, impersonation of a student, or allowing another to impersonate a student is strictly prohibited.