



Signum University Code of Conduct

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INTRODUCTION

Signum University is committed to establishing and maintaining an academic community that is safe, respectful, and cooperative. Signum considers those who are brought together by Signum University to be members of the “Signum community” and is confident that all members will treat each other with respect and help to create an environment that excels in scholarship, productivity, and camaraderie.

To help maintain these standards, Signum has developed the following basic guidelines. All people affiliated with Signum University should read through this document as a reminder of the sort of interaction Signum considers to be in accordance with its goals and values.

RIGHTS AND RESPONSIBILITIES

Signum University recognizes a number of rights common to students, staff, faculty, and volunteers alike. With all rights come responsibilities, and Signum likewise has behavioral expectations that are common to all. There are additional rights and responsibilities people affiliated with Signum may have according to the place they occupy within the University structure. These are the rights shared by all who are enrolled in, registered at, working for, or otherwise affiliated with Signum University:

- To be informed of all standards, policies, and procedures of the University.
- To expect other members of the institution to adhere to the University’s standards, policies, and procedures.

- To freely and safely report any misconduct to the University, regardless of whose misbehavior one is reporting.
- To have their privacy protected in accordance with applicable U.S. laws.
- To freely and safely express themselves, make inquiries, and assemble in any way that is in compliance with the law.

Along with these rights, and to avoid infringing on the rights of others, Signum has the following expectations of people affiliated with the University:

- To read and adhere to this Code of Conduct.
- To comply with all University policies that are applicable to them.
- To participate in mediation when requested to do so.
- To show a respect for self and others in all interactions with University faculty, staff, and students, whether that interaction takes place online or in person.

Signum encourages all students, staff, faculty, and volunteers to enjoy the freedom of the rights they have as members of Signum University and to appreciate the weight of the expectations attached to those rights.

GUIDELINES FOR CONDUCT

These guidelines help explain some of Signum University's values and serve as a way of communicating what some of the University's expectations are. Signum hopes that every member of its community will encourage one another in following these goals for behavior:

1. **Integrity:** While it implies honesty, integrity goes far beyond simply telling the truth. It is the quality of personal honor. Signum expects members of its community to show this quality in their virtual and in-person conversations with University faculty, staff, and students, as well as in their completion of tasks, assignments, and research. As a person of integrity, each member can help Signum University be a place where personal and institutional integrity support a thriving academic community.
2. **Fellowship:** Fellowship involves laboring with and encouraging co-workers, classmates, and fellow scholars and appreciating their differences as opportunities for growth rather than disrespect. Signum University delights in the diversity of its community and believes respectful fellowship will sharpen the minds of faculty, staff, and students. Keeping this Honor Code requires each person to behave towards fellow University members in a way that builds community, both individually and institutionally.

3. **Diligence:** Signum University celebrates people who are faithful in their work, whether the task is easy or hard. While Signum appreciates and always wants to respect the many callings its members fulfill elsewhere, it also appreciates their diligence in their Signum work and scholarship. This diligence requires thought, consideration, and perseverance.
4. **Stewardship:** Signum University does not belong only to those who are currently enrolled or working with the institution, but also those who will join the community in the future. Therefore, Signum encourages its members to take a stewardship view towards actions involving the University. Stewardship implies that members will help complete the University's institutional mission and goals and build a growing environment for faculty, staff, students, and all other University members.
5. **Pursuit of Excellence:** Finally, members of the Signum community are expected to pursue excellence in their daily Signum activities and so contribute to the personal growth of all involved.

Signum University appreciates efforts to make Signum a beneficial place to work and study for all members of the Signum community and looks forward to partnerships in supporting its values.

MISCONDUCT

Misconduct is behavior that fails to support the good of everyone involved in the Signum community. To protect the well-being of Signum University members, Signum reserves the right to investigate and respond to misconduct in accordance with its policies. Additionally, in cases of misconduct that involve state and/or federal regulations, Signum will respect state and federal laws and report such misconduct to the appropriate outside authorities.

To help members identify and avoid misconduct, Signum University has provided the following examples of misconduct. This list is descriptive and categorical, not exhaustive. The [Student Handbook](#), [Staff Handbook](#), and [Faculty Handbook](#) provide further information.

1. **Failure to Comply:** If a member fails to comply with Signum University's standards and policies, including but not limited to the institution's mission and goals, the Code of Conduct, and any other standard or policy implemented by the University, he or she will be subject to sanctions or disciplinary action.
2. **Plagiarism:** Plagiarism is the use or submission of another person's work as if it were the original work of the presenter. This conduct shows a lack of academic integrity and disrupts academic fellowship, and Signum University

will not tolerate dishonesty. The Student Handbook and Faculty Handbook detail specific policies regarding plagiarism.

3. **Fraud:** Fraud includes the fabrication of data or the manipulation of research or people. This includes manipulating grades; accessing University computer systems without permission; using someone's online profile without that person's knowledge or consent; using University data, databases, or computers without proper authorization; and manipulating or bullying someone into doing anything against his or her will. Additionally, if a member is aware of such behavior but does not report it to the University, he or she could be judged as complicit in and therefore culpable for fraud by the University.
4. **Discrimination:** Signum University values community and fellowship as vital to academia and a healthy workspace, and it therefore condemns any comment or behavior that violates our [Equal Opportunity Policy](#) or disrespects people based on their background or beliefs.
5. **Theft:** To take or use a person's belongings, digital information, or ideas without that person's consent is theft and is not tolerated by Signum University. Cases of theft will be reported to outside authorities as appropriate.
6. **Bullying:** Bullying can include (but is not limited to) causing discomfort, humiliating, attacking, stalking, harassing, intimidating, manipulating, or displaying an intent or desire to harm. Bullying could occur either online or in person, and Signum treats all forms of bullying seriously. The [Cyber Bullying Policy](#) provides further information.
7. **Violence:** Violent communication and behavior, causing or threatening to cause physical, emotional, or psychological harm to the well-being of one's self or another person, will not be tolerated at Signum University and will be reported to outside authorities as appropriate.
8. **Sexual Harassment:** Sexual harassment can take many forms, including written, verbal, physical, or photographic. It can include (but is not limited to) stalking; sexual violence, force, threat, or intimidation; rape; or sexual content or activity that is unwelcome to the participant. Anything that involves manipulation and force is a violation of another person and therefore is a violation of Signum University's standards. More information on Signum's sexual harassment policy can be found in the [Student Handbook](#), [Staff Handbook](#), and [Faculty Handbook](#).
9. **Drug and Alcohol Abuse:** Signum's [Drug and Alcohol Policy](#) provides further information.

The above list is meant to serve as examples of what Signum University considers misconduct. It does not describe all possible forms of misconduct. Signum therefore reserve the right to note and act upon other forms of misconduct if they should appear in the Signum community.

The list is also meant to empower members with the knowledge of what Signum defines as misconduct. Signum hopes its members will feel supported with that knowledge to freely report misconduct when they observe it. Members should feel free to contact anyone at any time with a problem, but they can see the Student Complaint Policy in the [Student Handbook](#) or [Staff Complaint Policy](#) for specific contact suggestions. The well-being of the community is the first priority at Signum University, and Signum appreciates everything its members do to help make that community thrive.

DISCIPLINARY ACTIONS FOR MISCONDUCT

Signum University takes misconduct very seriously. Therefore, in addition to cooperating with relevant state and federal laws, Signum has determined certain penalties to apply in cases of misconduct. Because Signum believes that its response should be measured against the offence, the degree of the misconduct will determine the severity of the sanction. However, since it is a primary goal to ensure the safety of the Signum community, Signum University disapproves all misconduct and considers each case of misconduct with equal gravity.

CONSEQUENCES FOR STUDENTS

Students in the Signum community agree to adhere to the Code of Conduct upon enrolling in the University. As such, Signum reserves the right to respond to student breaches of this Code or any other behavioral policies established by the University. Disciplinary actions for student misconduct include warning, probation, suspension, and expulsion. The [Student Handbook](#) provides more information and detailed descriptions.

CONSEQUENCES FOR FACULTY AND STAFF

Signum faculty and staff have entered into a special relationship of leadership and trust with the University. Therefore, Signum takes seriously both the protection of its faculty and staff and the correction of any misconduct engaged in by its faculty and staff. Disciplinary actions for faculty and staff will usually be undertaken with improvement in mind, include verbal and written warnings when at all possible; however, some misconduct is potentially serious enough to warrant immediate dismissal. The [Faculty Handbook](#) or [Staff Handbook](#) provides more information.

DETERMINATION OF MISCONDUCT

Since Signum University takes misconduct seriously, it also takes seriously its responsibility to make a fair investigation into any allegations of misconduct. It is never Signum's wish to apply penalties to people who have not merited them.

During this investigation, Signum will make every effort to protect the rights of both the individual who has made the complaint, and of the subject of the complaint. More information about the process for determination of misconduct is available in the [Student Handbook](#) or the [Disciplinary Policy](#) for faculty and staff.

APPEALS

If a Signum member is determined to have engaged in misconduct, he or she has the right to appeal any penalty that is applied. More information is available in the [Student Handbook](#) or the [Disciplinary Policy](#) for faculty and staff.