

**VIRGINIA COMMONWEALTH UNIVERSITY  
SCHOOL OF PHARMACY  
OFFICE OF ADMISSIONS AND STUDENT SERVICES**

<b>SUBJECT: Standards of Professionalism in Instructional Settings</b>	<b>POLICY NUMBER: 554.0</b>
	<b>EFFECTIVE DATE: 7-01-10</b>
	<b>REVISION DATE:</b>
<b>SCHOOL POLICY REFERENCE:</b>	
<b>VCU POLICY REFERENCE: Student Conduct in Instructional Settings</b>	
<b>INDEX TERM/S: Professionalism, Classroom Behavior, Conduct in Instructional Settings</b>	

**Policy:**

The University is a community of learners. Students are entitled to receive instruction free from interference by other members of the class, a premise which supports an expectation that courtesy and consideration will be extended to one's fellow students and the instructor.

**Procedures:**

In order for faculty members to provide and students to receive effective instruction in classrooms, laboratories, online courses, and other learning environments, students are expected to:

- a. Exhibit professional behavior at all times
- b. Adhere to the School's attendance policy and dress code
- c. Prepare in advance for all assignments
- d. Understand that professors' lecture outlines, slide presentations, audio/video media and examinations are protected as copyrighted materials and require permission for duplication
- e. Submit constructive comments on course and instructor evaluations

Certain behaviors should be avoided during class time such as:

- f. **Loud or prolonged side conversations.** Waiting until the breaks between learning sessions to converse with colleagues is the accepted way to discuss issues.
- g. **Arriving late or walking in and out of the classroom during learning sessions.** The expectation is that students should arrive on-time and remain in the classroom during learning sessions.
- h. **Ringing cell phones or pagers.** These should be turned off during classes, labs, and presentations.
- i. **Sleeping in class.** This is very distracting to fellow students and the instructor.
- j. **Inappropriate laptop/computer/personal digital assistant use.** During class, computers and personal digital assistants shall only be used for course-related activities. Activities such as e-mailing, texting, watching movies, using chat programs, searching the internet, etc. for non-course related purposes will not be permitted during class.
- k. **Inattentiveness or distracting behavior.** Engaging in activities not directly related to the current class session is not appropriate. Class times are forums for discussion; therefore, colleagues' questions and comments should be respected. Students should refrain from entering classrooms or laboratories while class is in session for courses in which they are not enrolled and eating meals which can be distracting to others.
- l. **Use of inappropriate language, especially offensive and profane terms.**

- m. **Monopolizing class time with inappropriate questions.** Students seeking specific information not generally relevant to the topic being discussed should approach the instructor after class to ask these questions. Students should have already attempted to answer the question(s) themselves. Students should make sure information they are inquiring about is not included in information already provided.

Students are encouraged to discuss behavior that is disruptive to learning directly with the person or people and/or the faculty member. If a faculty member believes that a student's behavior is disrupting the class and interfering with instruction, the faculty member can direct the student to leave the class for the remainder of the class period. Disruptive behavior on the part of the student may result in the completion of a Professionalism Concern Form.

Approved by:  _____ Associate Dean for Admissions and Student Services	Approved by:  _____ Dean
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