

## UC Irvine Charlie Dunlop School of Biological Sciences

### Statement of Professional Conduct

*Revised July 2, 2018; updated April 26, 2022, updated September 18, 2024*

This document is intended to outline the standards of professional conduct expected of all students, staff, and faculty in the Charlie Dunlop School of Biological Sciences at UC Irvine.

Adherence to these principles of conduct — together with good academic standing — maintains a student's "good standing" status in the School.

As a community, we respect the dignity, individuality, and freedom of each member. At the same time, we strive to be a place where individuals and groups learn with and from each other. Although we acknowledge the difficulties inherent in creating a community of individuals who are different from each other, we remain unwavering in our commitment to both diversity and community in a context of academic excellence. We seek to enable all members of our community to pursue their educational, scholarly, and career interests in an environment that recognizes both the distinctiveness of each person's experience and the common humanity that unites us all, in order to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who live and work here.

In all activities, members of the School are expected to be respectful of the rights and interests of the community and of the others in the community and to be personally honest. They are expected to conduct themselves in a manner compatible with the University's function as an educational institution, and with the rights of all members of the University community to attend, make use of, and enjoy the facilities and benefits of the University without undue interruption or disruption. With their professional conduct, all members of the School are expected to contribute to a School climate in which all community members feel personally safe, listened to, valued, and treated fairly and with respect.

The key principles of professional conduct include:

1. **Professional Competence and Responsibility:** As scholars, we strive to maintain the highest level of competence in our work. Members of the UCI academic community are committed to engage in teaching, learning, research, and community service. This includes communicating in a manner that is respectful and that does not discriminate against or harass others, and treats the ideas, scholarship, and interests of others with respect.
2. **Integrity:** UCI is an institution of learning, research, and scholarship. As members of the academic community, we are responsible for maintaining academic integrity and must accept individual responsibility for their work and actions. Violations of academic integrity will not be tolerated because they devalue the teaching and learning experience for the entire community. Observing basic honesty in one's work, words, ideas, and actions is a principle to which all members of the community are required to subscribe.

<https://aisc.uci.edu/students/academic-integrity/index.php>

3. **Respect for People's Rights and Dignity:** Respect for the rights, privileges, and sensibilities of each member are essential to our academic community. Actions that make the atmosphere intimidating, threatening or hostile to individuals are regarded as serious offenses. Free speech and peaceful assembly are basic requirements of the University as a center of free inquiry and the search of knowledge and insight. These rights involve a concurrent obligation on the part of all members of the University, guests, and visitors to maintain on the campus an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals.  
<https://freespeech.uci.edu/>
4. **Respect for Diversity:** UCI seeks to promote full inclusion of all members and groups in every aspect of University life. Diversity — on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services — is a source of strength for UCI. All participants, visitors, staff, students, faculty, and vendors are to be treated with respect and consideration, valuing a diversity of views and opinions. We do not tolerate any discriminatory and/or harassing behavior based on protected characteristics, and will take immediate action to end and remedy the effects of any hostile environment on affected members of campus community. If a member of the UCI community has concerns of discrimination and/or harassment based on the protected bases, please contact the Office of Equal Opportunity and Diversity ([oeod.uci.edu](http://oeod.uci.edu)).
5. **Appropriate Sexual Conduct:** UCI does not tolerate sexual violence (dating violence, domestic violence, stalking, and sexual assault, policy linked [here](#)) and sexual harassment and has strong [policies](#) against this Prohibited Conduct. Pursuant to the Policies linked [here](#), the University has procedures for investigating and resolving allegations of sexual harassment and sexual violence. Additionally, the Office of Equal Opportunity and Diversity can provide an individual who experienced such sexual violence and/or sexual harassment with supportive **measures, such as changes to housing or classes, academic assistance, withdrawals and extensions, financial aid assistance, Visa assistance, safety escorts to walk with on campus, workplace accommodations, and more.** If you have any concerns or questions, please contact the Office of Equal Opportunity and Diversity. Additionally, graduate students are required to complete annual Sexual Violence and Sexual Harassment training within six weeks of their enrollment. If an accommodation for this training is needed, please contact the Office of Equal Opportunity and Diversity ([oeod@uci.edu](mailto:oeod@uci.edu)).
6. **Appropriate Use of Electronic Media:** When acting as representatives of the School or interacting on official UCI platforms, students must be responsible in their use of social media and should not violate our professional and academic standards in their social media activities.

## **Accountability**

The School will maintain and publicize a clear structure to address complaints involving professional conduct of graduate students, staff or faculty. Allegations of improper behavior will be treated seriously and promptly. All members of the community are entitled to know what is expected of them, and to a timely, fair, and meaningful evaluation of their contributions. Proper training and orientation will be available to all members of the community.

## **Observance of University Policies**

No set of rules can possibly address all situations that may arise. The School reserves the right to find that other conduct not specified in this Code or UCI policies constitutes a violation of good academic or professional standing. If situations arise that seem ambiguous, please consult with departmental graduate advisors, chairs, the Graduate Office, or the Associate Dean.

The UCI Student Code of Conduct, link [here](#) defines behavior expected of all UCI students. It is each student's responsibility to know and comply with the university's Student Code of Conduct. In addition, the violation of the laws of any jurisdiction, whether local, state, federal, or foreign, may subject an individual to disciplinary action.

## **Responsible Conduct of Research**

The Dunlop School of Biological Sciences requires that all doctoral and Master's students complete training in the Responsible Conduct of Research. Students in gateway programs (CMB, INP, MCSB) are required to take MMG 250 Conduct of Research, which prepares scientists for biomedical research and is compliant with the NIH requirements. In addition, any student that is directly admitted Developmental and Cell Biology, Molecular Biology and Biochemistry or Neurobiology and Behavior must complete MMG 250.

The Office of Research Administration offers a Responsible Conduct of Research training module through the UC Learning Center web site (<http://www.uclc.uci.edu>). The IRC- RA-RCR-2011 module is NSF compliant and is required for NSF GRFP pre-doctoral fellows and graduate students and post-docs conducting research on NSF grants. This training is suitable for graduate students that are not funded by the NIH.

In order to insure compliance with federal and campus training requirement for the Responsible Conduct of Research, the School will adopt the following policies for graduate student training.

1. All doctoral students entering gateway graduate programs (CMB, INP, MCSB) or departments (DCB, MBB, and NBB) will take MMG 250 during the first year of graduate study. In addition, MMG 250 will be required of any EEB student funded by a NIH research grant (RO1) or appointed to an NIH Training Grant (T-32).
2. All doctoral students in EEB will complete the NSF on line RCR training, or take MMG 250 as needed.

3. All M.S. students in the M.S. Biotechnology and M.S. Biotechnology Management will take the UC Learning Center module in the Responsible Conduct of Research during the first year of graduate study.
4. All other M.S. students enrolled in departmental programs must complete the UC Learning Center training module, or MMG 250 (contingent on instructor's approval).

### **Certification:**

I, \_\_\_\_\_, have read and understand the Statement of Professional Conduct, which outlines the standards of professional conduct expected of graduate students in the Dunlop School of Biological Sciences at UCI.

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[signature]

[date]

### **Useful Contacts:**

1. Bio Sci Equity Advisor: Monica Daley, (949) 824-6654, [madaley@uci.edu](mailto:madaley@uci.edu)
2. UCI Office of Equal Opportunity and Diversity: (949) 824-5594, [oeod@uci.edu](mailto:oeod@uci.edu)
3. Associate Dean for Graduate Education: Craig M. Walsh, 949-824-8487, [cwalsh@uci.edu](mailto:cwalsh@uci.edu)
4. [UCI Graduate Division](#): 949-824-4611
5. [UCI Office of the Ombudsman](#): 949-824-7256
6. [UC Learning Center](#) for Responsible Conduct of Research training navigate to:  
<https://uc.sumtotal.host/Core/search>
7. [Campus Assault Resources and Education \(CARE\)](#) is a primary, confidential source for information, crisis intervention and follow-up support regarding sexual harassment, sexual assault, dating and domestic violence and stalking on the UC Irvine campus. CARE, in collaboration with Waymakers, coordinates accompaniment services for student victims to the police, evidentiary exams and the court system. In addition, individual and group counseling is available to students who are survivors of sexual violence. CARE is available Monday through Friday, 8am to 5pm. Address: G320 Student Center, Irvine, CA 92697 Phone: (949)-824-7273.
8. [UC Irvine Police](#) provides a timely response for students, staff, faculty, and members of the community experiencing crimes, including hate crimes and sexual violence. For sex crimes, the police can arrange for medical evidentiary examinations in order to provide admissible evidence when the person reporting the sex offense desires prosecution through the criminal justice system. The UC Irvine Police Department encourages the University community, including students, to immediately contact them by dialing 911 or (949) 824-5223 to report crimes. UCIPD investigations into hate incidents and sex offenses can be coordinated with an OEOD investigation. *Please note that UCIPD can assist in referrals to other police departments in Orange County and can take courtesy reports for other police stations.* The UC Irvine Police Department is available twenty-four hours a day, seven days a week Address: 410 E. Peltason Dr. Irvine, CA 92697 Phone: (949) 824-5223 or 911. <http://www.police.uci.edu/>

9. [Counseling Center](#) offers free and confidential short-term and crisis counseling by licensed mental health providers to all UC Irvine students on an urgent basis, or by appointment. The Counseling Center also offers certain free and confidential psychiatric services. Referrals to off- campus psychotherapeutic and psychiatric providers are also available through the Counseling Center. The Counseling Center is available Monday through Friday, 8am to 5pm. Address: 203 Student Services 1, Irvine, CA, 92697 Phone: (949) 824-6457. For afterhours counseling: For urgent matters, call the main telephone number at (949)824-6457 and select option 2.