

## STUDENT CODE OF CONDUCT AWARENESS REPORT

### *Introduction*

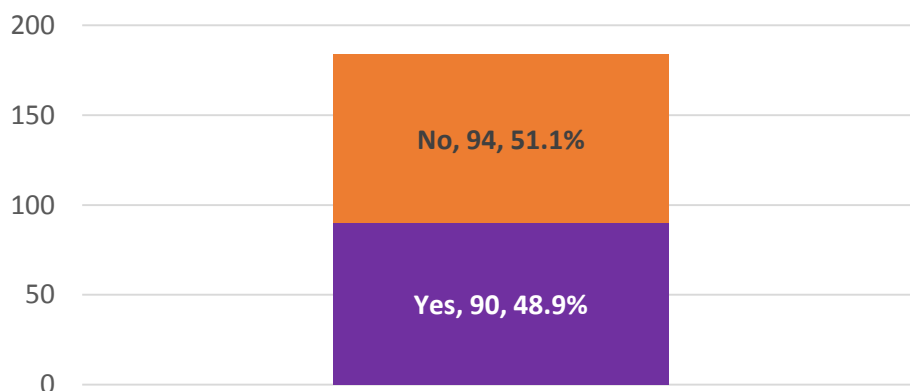
The Office of Student Conduct in conjunction with the Office of Student Life and Institutional Research created and administered a Student Code of Conduct survey (see Appendix A for copy of survey). The purpose of this survey was to gauge to what extent the students at Bergen Community College were aware of Bergen's Student Code of Conduct. In Spring 2017, an in-class eight-question survey was developed and distributed to twelve course sections of Introduction to Business (see Appendix B for a list of course sections). Introduction to Business was chosen because it was a general education course that would allow for a diverse and random sampling. Based on the course section enrollments, a total of 305 students should have been surveyed. Due to withdrawals and absences, however, 184 students responded to the survey for a 60.3% response rate. The report below analyses the combined survey results from the in-class administration.

### *Results*

The first question on the survey asked if the students were aware that Bergen Community College had a Student Code of Conduct. Table 1 shows the results of this question. Awareness of the code was evenly split amongst the 184 respondents with only slightly more students indicating that they were not aware of the code (94 students, 51.1%) than students indicating that they were aware of it (90 students, 48.9%).

**Table 1. Were you aware that Bergen had a Student Code of Conduct?**

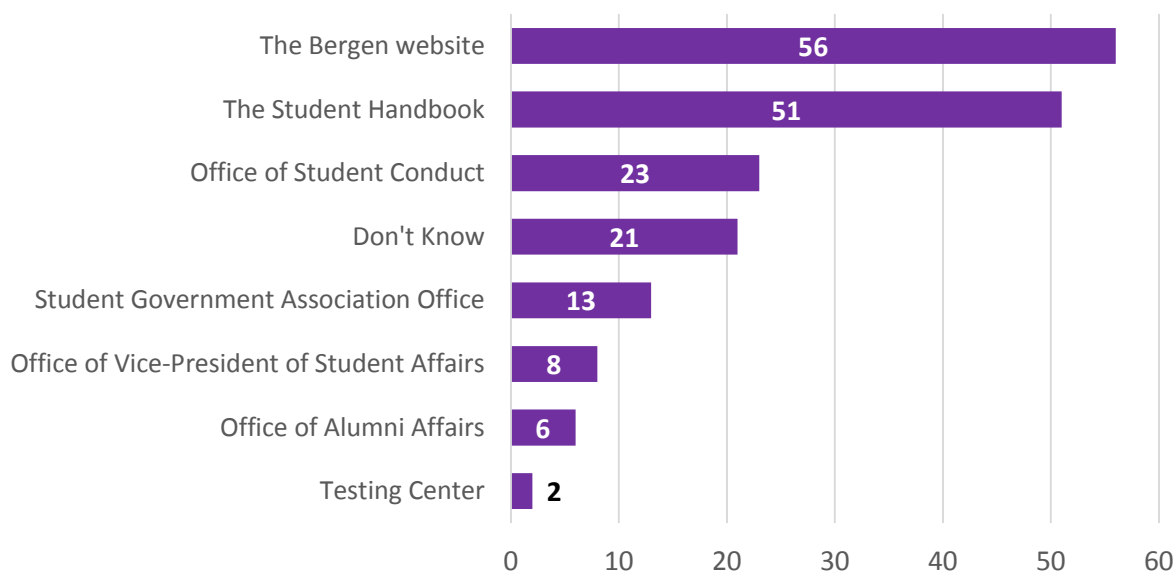
<b>Answer</b>	<b>#</b>	<b>%</b>
Yes	90	48.9%
No	94	51.1%
<b>Total</b>	<b>184</b>	<b>100.0%</b>



The students who had indicated that they were aware of the Student Code of Conduct were asked three follow-up questions. The first follow-up question asked the students where they thought they would be able to find a copy of the Student Code of Conduct. Table 2 below has the results of this question. The majority of respondents agreed that the Student Code of Conduct could be found on the Bergen website (62.2%) or in the Student Handbook (56.7%). Over 23% of respondents who were aware of the Code of Conduct were unsure where to find it (Don't Know, 21 students).

**Table 2. Where can a student find the Student Code of Conduct? Please fill in all that apply.**

Answer	#	% <sup>1</sup>
The Bergen website	56	62.2%
The Student Handbook	51	56.7%
Office of Student Conduct	23	25.6%
Don't Know	21	23.3%
Student Government Association Office	13	14.4%
Office of Vice-President of Student Affairs	8	8.9%
Office of Alumni Affairs	6	6.7%
Testing Center	2	2.2%

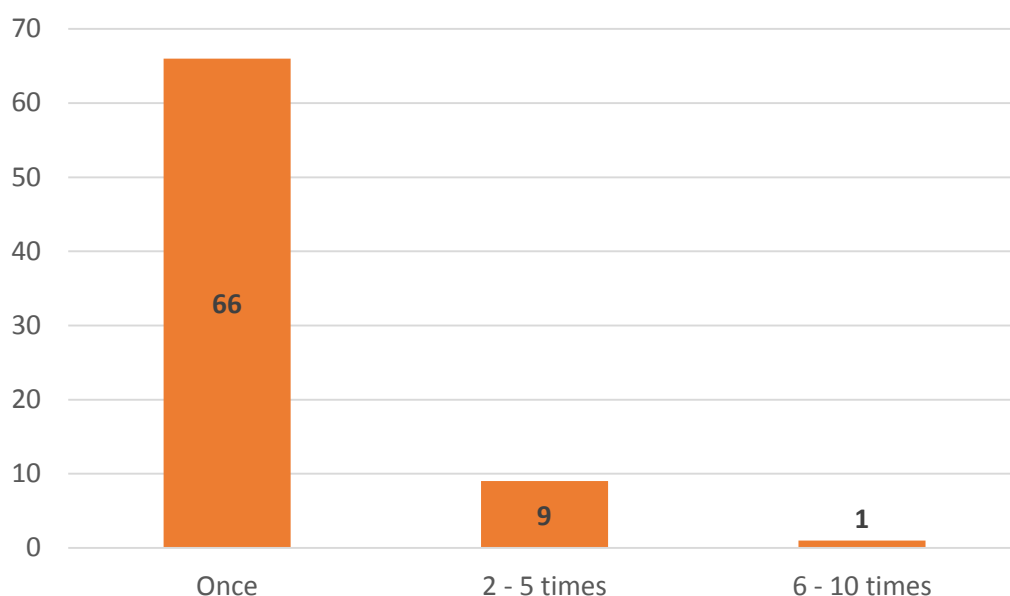


<sup>1</sup> Percentage out of students who indicated that they were aware of the Student Code of Conduct (n=90)

The third question was also directed only at those students who said they were aware of the Student Code of Conduct. It asked how many times the student had referred to the Student Code of Conduct since enrolling at Bergen. Table 3 shows the results of this question. Sixty-six students admitted to only referring to the Code of Conduct once since enrolling at Bergen (86.8%).

**Table 3. How many times have you referred to the Student Code of Conduct since enrolling at Bergen?**

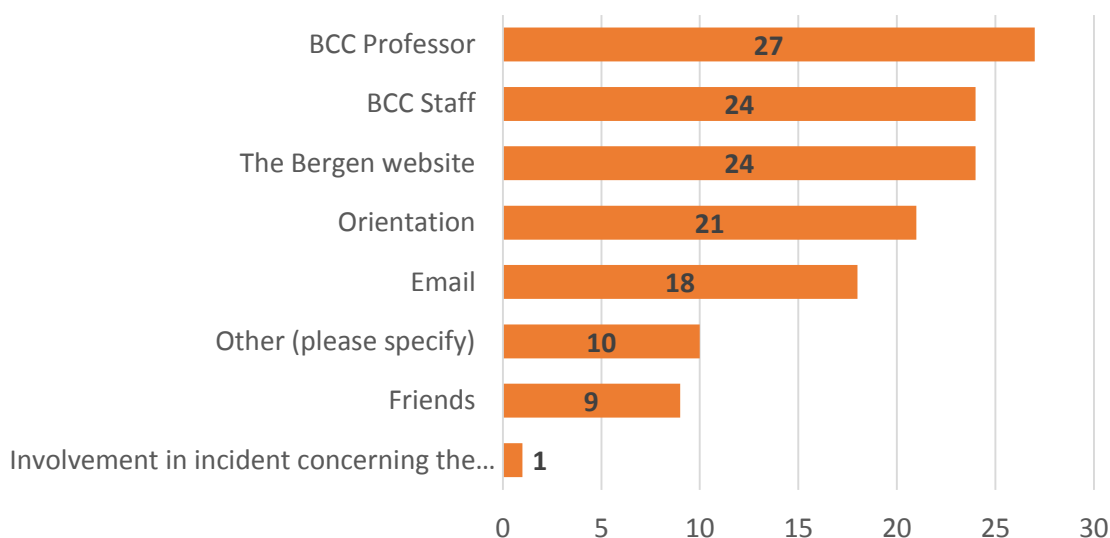
Answer	#	%
Once	66	86.8%
2 - 5 times	9	11.8%
6 - 10 times	1	1.3%
<b>Total</b>	<b>76</b>	<b>100.0%</b>



The fourth question was the last designed just for students who said they were aware of the Student Code of Conduct. It asked how the student heard/learned about the Student Code of Conduct. Table 4 below shows the results of this question. Thirty percent of students who were aware of the Code of Conduct heard about it from a Bergen Professor. Over a quarter heard about it from a Bergen Staff member (26.7%). Only one student knew about the Code of Conduct because of an incident involving it (1.1%). Ten respondents wrote in other ways of learning about the Code of Conduct (Other, please specify). Amongst the write-in answers were the survey instrument itself, the Summer Intensive Program, and hearing a conversation in the hallway about the Code of Conduct.

**Table 4. How did you hear/learn about the Student Code of Conduct? Please fill in all that apply.**

Answer	#	% <sup>2</sup>
Bergen Professor	27	30.0%
Bergen Staff	24	26.7%
The Bergen website	24	26.7%
Orientation	21	23.3%
Email	18	20.0%
Other (please specify)	10	11.1%
Friends	9	10.0%
Involvement in incident concerning the Student Code of Conduct	1	1.1%

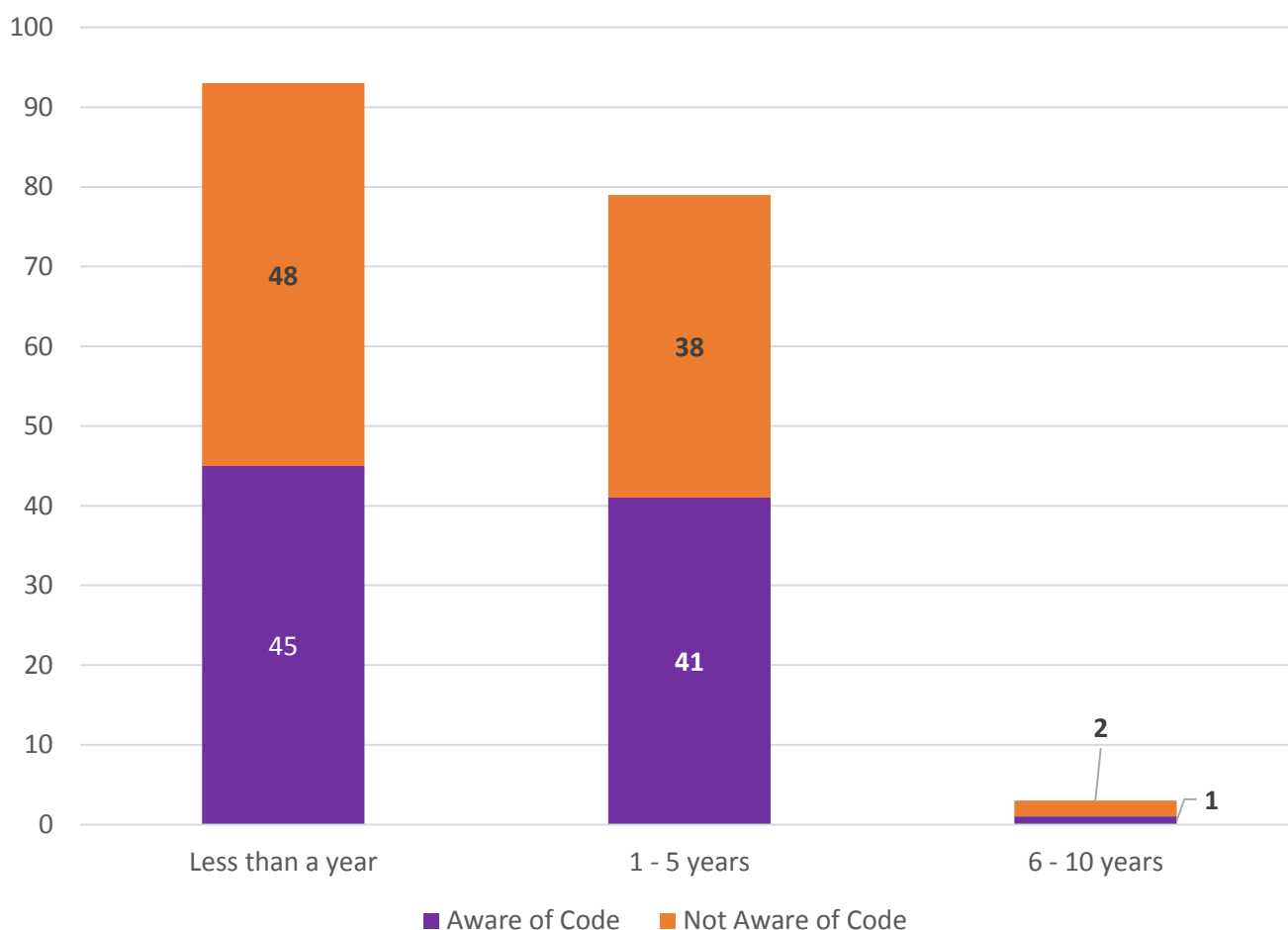


<sup>2</sup> Percentage out of students who indicated that they were aware of the Student Code of Conduct (n=90)

The students were asked how many years they had been enrolled at Bergen Community College. In order to further analyze the original purpose of the survey (awareness of the Code of Conduct) this question was combined with question one to see if length of time at Bergen had any influence on awareness of the Code of Conduct. Table 5 shows the results of this combined analysis. The analysis was generally inconclusive. Of the students who had been at Bergen less than a year, less than half were aware of the Student Code of Conduct (48.4%). However, this percentage was only slightly better for students who had been at Bergen anywhere from 1 to 5 years (51.9%). Although the sample size is small, it was interesting to see that 2 of the 3 students who had been at Bergen for 6 to 10 years were still unaware of the Student Code of Conduct (66.7%).

**Table 5. How many years have you been enrolled at Bergen Community College? By Awareness of Code of Conduct**

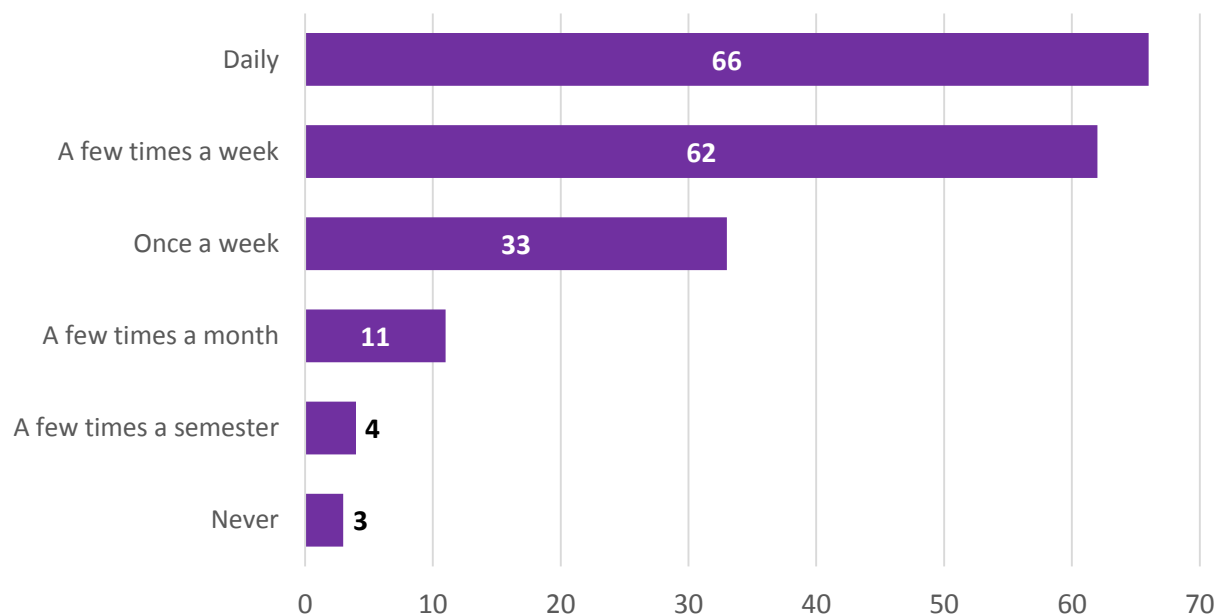
Aware of Code of Conduct	Less than a year		1 - 5 years		6 - 10 years		Total	
	#	%	#	%	#	%	#	%
Yes	45	48.4%	41	51.9%	1	33.3%	87	49.7%
No	48	51.6%	38	48.1%	2	66.7%	88	50.3%
<b>Total</b>	<b>93</b>	<b>100.0%</b>	<b>79</b>	<b>100.0%</b>	<b>3</b>	<b>100.0%</b>	<b>175</b>	<b>100.0%</b>



Question 6 asked the students how often they checked their Bergen email account. Table 6 has the results of this question. Almost 40% of the students said they check their Bergen email account daily. Over 25% of the students admitted to checking their Bergen email account once a week or less often (28.5%).

**Table 6. How often do you check your Bergen email account?**

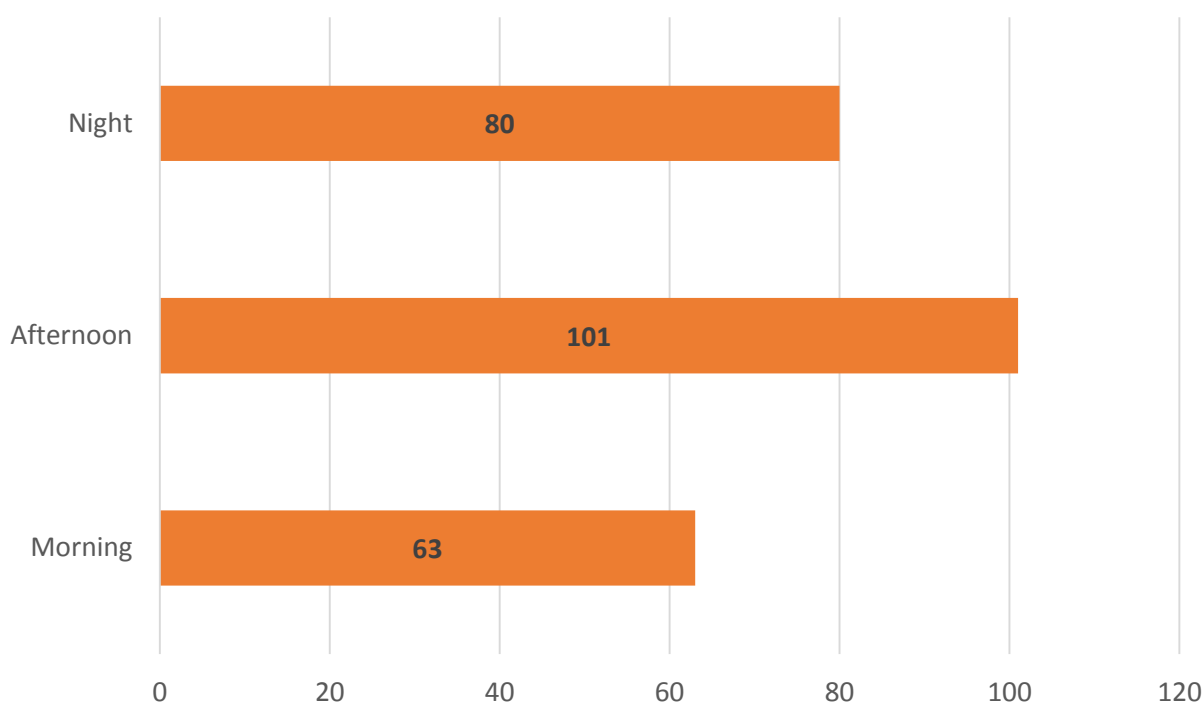
<b>Answer</b>	<b>#</b>	<b>%</b>
Daily	66	36.9%
A few times a week	62	34.6%
Once a week	33	18.4%
A few times a month	11	6.1%
A few times a semester	4	2.2%
Never	3	1.7%
<b>Total</b>	<b>179</b>	<b>100.0%</b>



Question 7 asked the students to indicate when they typically check their email account. Table 7 has the results of this question. The most popular time to check email amongst the respondents was in the afternoon (54.9%).

**Table 7. When do you typically check your email? *Please fill in all that apply.***

Answer	#	% <sup>3</sup>
Morning	63	34.2%
Afternoon	101	54.9%
Night	80	43.5%



<sup>3</sup> Percentage out of all respondents (n=184)

Question 8 asked the students to leave any additional comments they had in regards to the Student Code of Conduct. Some students used the space to admit that they had never heard of the Student Code of Conduct (9 respondents). The comments are inscribed below verbatim.

- Yikes
- Why this survey? That's ten minutes off of class time thanks!
- Never seen, never heard of it
- Never seen student code of conduct
- Most of it is common sense. The frequent reminders seem unnecessary
- More organized parking
- Maybe send out info emails to new students at the beginning
- Lyndhurst book store should be open more often and shorter classes
- Kind of hungry
- It would be nice if you could do a shuttle bus survey as well for there are various complaints about that
- I've never seen the student code
- I've never seen that
- I've been unaware of the code of conduct
- I never seen the student code of conduct
- I know there is a code of conduct. I'm sure they are there you can find it in those places. Never have I seen it though.
- I have truthfully NEVER accessed the student code of conduct
- I have never seen this before
- I have been enrolled since 2007 but Spring 2017 is first semester taking a class since 2009
- I am constantly on moodle and my bergen email
- I am a part time student therefore I check my syllabus and that keeps me inform of class assignments. I pay tuition out of pocket, so there is not a great need for me to check my email. In the winter, more heat is need in food area.
- Have a wonderful day!
- Hard to contact certain people apart of code of conduct
- Get respect to give respect
- Get more employees on the financial aid office
- Bergen is good
- Academics are great, community needs improvement



## APPENDIX A

### *Student Code of Conduct Survey Instrument*

Survey Instructions: Mark your responses by darkening the circles completely ●. DO NOT use X or v.

1. Were you aware that Bergen Community College had a Student Code of Conduct?

- ☐ Yes
- ☐ No – *if selected, skip to Question 5 on the back of this survey*

2. Where can a student find the Student Code of Conduct? **Please fill in all that apply.**

- ☐ The Student Handbook
- ☐ The Bergen website
- ☐ Testing Center
- ☐ Office of Alumni Affairs
- ☐ Office of Student Conduct
- ☐ Office of the Vice-President of Student Affairs
- ☐ Student Government Association Office
- ☐ Don't know

3. How many times have you referred to the Student Code of Conduct since enrolling at Bergen?

- ☐ Once
- ☐ 2 – 5 times
- ☐ 6 – 10 times
- ☐ 11 + times

4. How did you hear/learn about the Student Code of Conduct? **Please fill in all that apply.**

- ☐ Friends
- ☐ Bergen Staff
- ☐ Bergen Professor
- ☐ Orientation
- ☐ Email
- ☐ The Bergen website
- ☐ Involvement in incident concerning the Student Code of Conduct
- ☐ Other, please specify: \_\_\_\_\_

5. How many years have you been enrolled at Bergen Community College?

- ☐ Less than a year
- ☐ 1 – 5 years
- ☐ 6 – 10 years
- ☐ 11 + years

6. How often do you check your Bergen email account?

- ☐ Daily
- ☐ A few times a week
- ☐ Once a week
- ☐ A few times a month
- ☐ A few times a semester
- ☐ Never

7. When do you typically check your email? **Please fill in all that apply.**

- ☐ Morning
- ☐ Afternoon
- ☐ Night

8. Additional Comments:

Thank you for your participation in this questionnaire!

## APPENDIX B

### *List of Introduction to Business (BUS-101) Course Sections*

Section	Professor	# of Enrolled Students	# of Surveyed Students
BUS-101-001	G. Cervallos	34	21
BUS-101-002	L. Deane	28	10
BUS-101-006	L. Deane	31	7
BUS-101-011	R. Clarke	28	14
BUS-101-016	P. Laguerre	33	20
BUS-101-020LS	K. McNerney	7	7
BUS-101-022LY	T. Towolawi	8	8
BUS-101-023	A. Cupo	23	9
BUS-101-601	I. Kleinman	25	18
BUS-101-605	I. Kleinman	26	19
BUS-101-608	P. Sheil	31	25
BUS-101-615LY	P. Sheil	31	26