

**Standards of conduct and appearance**  
**Department of Economics and Business**  
**26 August 2012**

The department of economic and business expects cadets to observe established standards of conduct and appearance. These standards are based on mutual respect and the behaviors inherent in good manners. Cadets are expected to show respect to each other as well as to the faculty and staff. They are expected to display the same good manners in the classrooms and hallways as they are expected to show toward visitors to the institute.

- 1) Specifically, cadets are expected to:
  - a) Come prepared each class period with books and other required materials.
  - b) Maintain proper decorum by being attentive in class and by being courteous to the professor and all members of the class.
  - c) Turn all cell phones, smart phones, iPhones, and other devices off during class and not access the internet on any device during class.
  - d) Leave classrooms and other study areas in proper order if they have been rearranged for study purposes during the evening. Please do not rearrange the furniture in the Wheat Room and do not obstruct the view into the classroom from the hall.
  - e) Dispose of trash and turn out lights when exiting a classroom or other study area.
  
- 2) With regard to the uniform and appearance, cadets are expected to:
  - a) Wear serviceable uniforms to class.
  - b) Keep shoes shined.
  - c) Maintain a regulation haircut.
  - d) Shave daily (male cadets).
  - e) Not wear gym dyke or any uniform not specifically authorized for class attendance.
  - f) Remove their covers when they enter Scott Shipp Hall.

Rather than create a long list of prohibitions, the policy of the department is to give cadets the opportunity to demonstrate appropriate behavior by relying on the principles of mutual respect and good manners. For example it would be ill-mannered to eat or use tobacco products in the classroom, or to sleep or be inattentive in class. It would be ill-mannered to use language that is mean-spirited, disrespectful, or degrading to another person. It would be both ill-mannered and disrespectful to leave the classroom without permission or specific authorization. NOTE: Faculty members do not have the authority to excuse you from class—please do not ask.

Most of our classrooms contain state-of-the-art audio-visual equipment. This equipment is for instructional purposes, not for entertainment purposes. It would be disrespectful to abuse this equipment or to damage the furnishings in the classroom.

Cadets are expected to conduct themselves professionally at all times, especially in an academic building. The faculty will always consider cadets to be honorable and of good conduct unless proven otherwise by the cadet's own actions.

Col. Floyd H. Duncan  
Department Head and Professor

