



# CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

## Instruction Section *Policy 4.2.4 - Instructional Quality*

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<b>I. PURPOSE.....</b>	<b>1</b>
<b>II. PROFESSIONAL STANDARDS.....</b>	<b>1</b>
<b>III. CLASSROOM MANAGEMENT.....</b>	<b>1</b>
<b>IV. ACADEMIC INTEGRITY.....</b>	<b>1</b>

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### **I. PURPOSE**

Central Carolina Community College is committed to excellence in teaching and learning. All classroom instructors are expected to uphold a high standard of instructional quality, creating safe, respectful, and well-managed learning environments that support student success. The principles described in this policy guide instructional expectations and are further defined in related procedures.

### **II. PROFESSIONAL STANDARDS**

Instructors are expected to begin and end classes on time and promote promptness among students. Instructors should also present a professional appearance and demeanor aligned with the instructional setting.

### **III. CLASSROOM MANAGEMENT**

Instructors are responsible for maintaining discipline and referring serious or ongoing issues to Student Services as outlined in college policy. Classrooms, labs, and shops must be kept orderly, safe, and conducive to learning, with instructors modeling professionalism in cleanliness, organization, and personal conduct. Faculty are stewards of instructional equipment and furniture, responsible for proper use, maintenance, and reporting of any issues. Instructors must ensure that all required safety protocols are followed, especially in labs and shops, and must be present when such spaces are in use. For medical issues and reporting accidents, consult Policy 2.1.5 – Campus Medical Emergencies; for student discipline issues, consult Policy 5.3.2 - Student Code of Conduct.

### **IV. ACADEMIC INTEGRITY**

Instructors shall foster and enforce a culture of academic honesty. Academic dishonesty includes plagiarism, cheating, fabrication, unauthorized collaboration, and the unauthorized use of generative artificial intelligence (AI) tools or content generated by others. Instructors should refer instances of academic dishonesty to the Chief Academic Officer or designee. Repeated or

egregious instances of academic dishonesty shall be addressed under the Student Code of Conduct as a behavioral matter.

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Adopted: September 24, 2025  
Revised: N/A  
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Cross-Reference: Policy 2.1.5 - Campus Medical Emergencies (referencing); Policy 5.3.2 - Student Code of Conduct (referencing)