

### **Statement of Institutional Ethics**

The following statements will guide Rosedale Bible College's ethical practices.

1. **Personal integrity** - RBC employees will conduct themselves in a manner consistent with Christian principles.
2. **Conflict of interest** – RBC employees will disclose a conflict of interest or a potential conflict of interest. RBC employees will not use their position or influence for personal gain or advantage, or to obtain favored status for any special group, business, or family entity.
3. **Description of credentials offered** – RBC will clearly represent, both verbally and in print, the nature of each degree, diploma and certificate offered by RBC. RBC will also comply with the requirements of its accrediting associations and state regulatory bodies when describing the credentials it offers.
4. **Acceptance of transfer credit** – RBC will accept credits from other colleges and institutions that meet the requirements of RBC's programs for coursework that received a grade of C or better. The academic dean approves such transfer.
5. **Issuance of transcripts** – RBC will issue transcripts to other colleges and educational institutions when such request is received in writing. Transcripts will clearly represent the academic work completed while at RBC.
6. **Identification of status** – RBC will clearly represent both verbally and in print its status regarding accreditation and authorization to grant degrees.
7. **Use of emblem** – When using the emblems of its accrediting associations and state regulatory bodies, RBC will clearly represent its status regarding accreditation and authorization to grant degrees.
8. **Reference to educational boards and agencies** - When referring to the educational boards and agencies of the U.S. Department of Education, RBC will use the appropriate language required by such boards and agencies.
9. **Accuracy in advertising** - When advertising, RBC will accurately describe its accreditation status, degree granting status, programs, courses, faculty, student fees, financial status, and campus facilities to the public. Also, RBC will attempt to describe accurately to the potential student the experience he or she can expect to have at RBC. In no way shall RBC purposefully mislead the public in its advertising.

10. **Refunds** –RBC will clearly represent in its catalog its refund policy for those who cannot complete the period of study for which payment was made.
11. **Financial operations** – RBC will maintain a high level of integrity in its financial operations. RBC will make available financial statements upon request.
12. **Transfer of faculty and staff** – When faculty or staff transfer to or from another institution, RBC will exercise due courtesy and Christian comity.
13. **Dismissal of faculty or staff members** – When dismissing a faculty or staff member, RBC will follow the guidelines and procedures stated in the Bylaws.
14. **Nondiscrimination** – RBC will follow its nondiscrimination statement as found in the catalog.
15. **Program cancellation** – When programs are cancelled, RBC will allow students enrolled in the cancelled program to complete that program by meeting the requirements as stated in the catalog when they enrolled.
16. **Student recruitment** – RBC will represent itself accurately to potential students and to its constituency.

*Approved by the Administrative Council, June 24, 1999*