

Educational Records

Members of the University community are expected to maintain student educational records in accordance with all applicable laws (including, without limitation, the Family Educational Rights and Privacy Act (FERPA)).

Financial Reporting and Business Records

Members of the University community are responsible and accountable for maintaining an adequate system of internal controls over all areas of their responsibility, and maintaining all business records in accordance with laws and regulations regarding the retention of business records.

Information Technology and Communications Equipment

including, but not limited to, computers, e-mail, Internet access lines, telephones and voice mail, only for University purposes. However, members of the University community information technology systems for lawful not-for-profit personal purposes in an incidental and reasonable manner.

Fundraising and Institutional Advancement

Members of the University community must act with fairness, honesty, and integrity in connection with the solicitation and receipt of gifts to the University. Members of the University community must comply with all federal and state laws and regulations, and not take any action, or omit to take any action, that may mislead or otherwise deceive a donor.

Education and Teaching Standards

Members of the University community are expected to provide the highest quality of education and training to the students, and respect each student as a valuable individual. Members of the University community are expected to maintain a professional environment conducive to the development of the students, to

Obligating the University

Members of the University community must not make any agreements on behalf of the University, unless expressly authorized to do so. Any offer to enter into such an agreement must be referred to the Office of the General Counsel and/or the Procurement Services department.

Use of University Human Resources

The time and effort of other members of the University community, and of the students, may only be used for University purposes.

Public Relations

Office of Communications and Public Affairs. Additionally, members of the University community should not respond to such inquiries or requests for information unless otherwise authorized by the Office of Communications and Public Affairs.

Regulatory or Legal Inquiries

Members of the University community should refer inquiries from governmental officials and entities to respond to such inquiries unless they are otherwise authorized by the Office of the General Counsel or required by law.

For interpretation, counsel or advice regarding the Code, please contact the Office of the General Counsel (212-960-0051).

For more information:

Albert Einstein College of Medicine website -