

Centennial College Code of Conduct

Last updated September 29, 2023

Vision

To become the preeminent school that empowers learners to conquer the challenges of learning.

Mission

Together, we help students become autonomous and resilient learners through innovation and collaboration.

Code of Conduct

The Centennial College Code of Conduct provides students with guidelines regarding appropriate behavior with the objective of developing self-discipline and creating an environment conducive to learning and student success.

The Code of Conduct applies to both in-person and online classes.

Please ensure to respect designated areas established by the College.

EXPECTATIONS FOR SUCCESS

(EXCERPTS from IPESA)

Updated May 31, 2023

Students have a responsibility to:

- Treat all members of the College community and environment with respect
- Be familiar with and follow all College academic and non-academic regulations, policies and requirements. Read the following documents posted on the Centennial College website, section "Current Students":
 - The Student Code of Conduct
 - The College Calendar
 - *The official version of the following policies is in French.
 - The Institutional Policy on Evaluation of Student Achievement (PIEA/IPESA)
 - The Institutional Student Success Plan (PIR/ISSP)
 - Centennial's Policy To Prevent And Fight Sexual Violence In Higher Education
 - Centennial's Policy on Mental Health
 - Centennial's Language Policy
- Check Omnivox postings daily

Classroom expectations (in-person & online):

- Arrive to class on-time with all necessary materials, completed homework, assignments, and laptop:
 - Students without required materials will be asked to leave
 - Students who are more than 5 minutes late will not be permitted into class and will be marked absent unless there is an evaluation worth 5% or more. Students will not be granted extra time for their late arrival unless accompanied by an excused absence.
- Students must attend classes during the entire period. If a student must leave, they are expected back promptly without disruption to the class.

Eating

Students are not permitted to eat during class time.

Electronic Devices:

- All cell phones must be turned off during in-person/online class.
- Students found with a cell phone in class will be asked to leave, marked absent for the period.
 - If grading is taking place, students will receive a grade of zero.
- If a student is found using their laptop for purposes other than teacher directed, the student will be asked to leave and event will be reported to the Dean of Students.

Attendance

Regular and punctual attendance is expected. Attendance records are tracked for all students.

- Emails will be sent weekly to parents and/or students who are not routinely attending their in-person/online classes (i.e. 90% of class time)
- Students who are not attending classes routinely will be recommended/required to withdraw from Centennial.

Absences

Absences may only be excused for the following reasons:

- Emergency or extenuating circumstances which are beyond their control
- Religious holidays
- Death of a family member
- Psychoeducational Assessment

Valid documentation could permit a student to re-take missed evaluations. This must be submitted to the Dean of Students within two (2) days of return to school from an absence. Failure to comply with this deadline will eliminate the possibility of a re-take.

Valid documentation includes:

- Hospital intake documentation indicating date and time of arrival as well as inability to attend class

- Automobile Collision/Police report
- Religious holiday form
- Death Certificate
- Confirmation of appointment for the assessment from the psychologist.

Make-up Evaluations:

- Students must fill out the **Make-up Test Form** by contacting the Dean of Students **2 days** after their return to school.

Accommodations

Students who require accommodations for evaluations are to provide official documentation to the Dean of Students at the beginning of the semester. They must make an appointment to meet with the Dean of Students at the beginning of their first semester.

Students must also complete and submit the accommodations form to the Dean of Students at least two (2) days before the evaluation in question.

Late Submission of Assignments

Assignments must be submitted on the date specified by the teacher. Late assignments are subject to a 10% penalty per day, up to a maximum of four (4) days, including weekends. After the four-day period, the evaluation will receive a grade of 0%. Assignments must be submitted only in DOCX/PDF format.

Missed Exams

Students who fail to write a final examination for valid reasons approved by the Dean of Students will be permitted to write a make-up exam during the supplemental days.

Students may not write make-up exams to increase marks.

Students who fail to attend an exam/quiz will automatically receive 0.

The following cases are the only reasons students may be granted a makeup test:

- Religious holidays which have been submitted to the College office on the "Holiday Absence Form".

Students must provide documentation to the Dean of Students regarding emergency or extenuating circumstances which are beyond their control.

Mid Terms and Final Exams

Students must arrive at least 15 minutes in advance of the exam.

Students will not be permitted into an exam if more than 30 minutes late.

Student will not be permitted to leave before 30 minutes into an exam.

Academic Integrity: Cheating and Plagiarism

- Cheating and plagiarism will not be tolerated. Penalties for cheating and plagiarism may include, but are not limited to:
 - a. Grade of zero on the assignment or examination
 - b. A grade of zero in the course
 - c. Suspension or expulsion from the College depending on the frequency and severity of the incidents
 - d. If a student is charged with cheating, the teacher will immediately stop the student from writing the exam/test/assignment, and will ask the student to leave

Cheating includes but is not limited to:

- Looking at or copying someone else's test during an evaluation or asking a student for help during an evaluation.
- Possessing an unauthorized copy of an evaluation.
- Allowing another person to take a test or examination in one's place.
- Using technology to get answers during an evaluation.
- Using AI (artificial intelligence) to get answers during an evaluation.
- Telling someone what answers to enter on their assignments and /or tests.
- Aiding anyone in a cheating offence.
- Writing formulas, codes, or key words on your person or objects for use in an evaluation.

Plagiarism includes but is not limited to:

- Submitting material (written or designed) by someone else without giving the name of the author/artist/source
- Failure to indicate a source with quotation marks or footnotes
- Giving your assignments to another person
- Using assignments submitted in previous semesters or in other classes.
- Having someone do your assignments in part or in whole for you.
- Using an AI to do your assignment in part or in whole for you.
- Taking someone else's assignment and submitting it as your own.
- Replacing and rearranging parts of a text without acknowledging the author.
- Paraphrasing an original work without citing the author.

Smoking & Vaping

In alignment with the Quebec smoking law, Centennial College is a Smoke-free Environment.

- 1) Students may not smoke/vape on school grounds, including during online classes

Students not respecting this policy can expect legal sanctions and sanction from the college, including:

- 1) A warning letter sent to the billing address

- 2) A final warning letter sent to the billing address with a mention of potential expulsion from the school
- 3) The third notice will be an expulsion from the college

“Quebec Tobacco Control Act 2015 – Smoking is prohibited within a 9 m radius of a door, window or external air intake of a public or private building. Smoking is prohibited in outdoor parks, on sports fields, and playgrounds.”

Alcohol, Drugs, and Intoxicants

It is strictly forbidden to consume alcohol, drugs, and other intoxicants on Centennial College grounds, including during online classes. With regards to changes in the Federal Law about marijuana, a zero tolerance policy is maintained and students will not be allowed in class or school grounds when they are under influence. Students who are not respecting this policy can expect legal sanctions as outlined in the previous section.

Parking

There is no parking at the College. If students decide to use public parking, it is at their own risk.

Failure to comply with the Code of Conduct

Students will be subject to disciplinary action regardless of whether conduct occurs against a member or non-member of the College community and whether conduct occurs on or off the College campus. Any failure to comply with the code of conduct will result in:

1. First verbal or written warning to the student
2. Official letter sent home
3. Depending on the severity and the number of repeat offences, administration determines the appropriate disciplinary action. This may include suspension up to termination of the educational services contract.

Unacceptable behaviors include:

- Disruptive behavior in in-person/online class (i.e. inappropriate language and tone, calling out);
- Entering the College through doors not designated for Centennial;
- Unauthorized use of College name, crest, letterhead or College facilities;
- Gambling or participating in any games involving money or the exchange of property.

Online or in-person harassment includes:

- Any improper conduct directed at someone that is found offensive to others in the College.
- An act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat.

Online or in-person illegal or aggressive acts include:

- Physical threat, abuse, assault or fighting;
- Possession, buying, selling or use of drugs or alcohol on campus;

- Possession or use of dangerous materials or weapons;
- Verbal threat, abuse or assault (including malicious libel, slander or defamation of character);
- Stalking or sexual violence towards any person;
- Propagation of hate literature, promotion of hatred in ideas or actions;
- Knowing or willful abuse of a position of trust;
- Inciting, aiding, being part of, or deliberately concealing another person's misconduct.

Inappropriate use of the College System includes:

- Using the computer system to create, process, distribute, access, download, store, send or receive illegal, offensive, pornographic, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or other inappropriate materials;
- Violating the system's security, the terms of any software license agreement or anyone's privacy;
- Destroying or damaging equipment, software or data belonging to Centennial College.

Acts against Property include:

- Attempted or actual theft, damage to or loss of College, staff, faculty, visitor or student property;
- Vandalism (including graffiti) or destruction of College grounds, buildings, facilities or equipment or of property of any member of the College community;
- Forgery, alteration or unauthorized use of any College document, records or ID card.

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Visit us on the web at
<http://college.centennial.qc.ca>

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