

# **Centura College/AIM/Tidewater Tech/Centura Institute**

## **Student Code of Conduct Policy**

### **From the**

### **Corporate Department of Student Affairs**

#### **INTRODUCTION**

Administrators at Centura College, the Aviation Institute of Maintenance (AIM), Tidewater Tech, and Centura Institute (the Institution) provide educational opportunities to a diverse student population. As with any institution of higher learning, students are expected to maintain order and to adhere to standards of conduct that promote mature interactions, open dialogue, communication, and a positive overall campus culture. The *Student Code of Conduct* provides a set of guidelines under which students may enjoy their active educational environment while also respecting the rights of others and the campus itself. Additional institutional policies, such as non-discrimination policies, further define expectations for conduct in unique circumstances and will be used in conjunction with this policy in applicable situations. Substantiated violations of the Student Code of Conduct are addressed promptly through the Institution's defined disciplinary process.

#### **OVERVIEW OF THE STANDARDS OF CONDUCT**

By enrolling in the Institution, students agree to adhere to certain *standards of conduct* that reflect professional behavior and that support safety on campus. These standards are in place to help ensure that each campus remains a positive environment for education and professional growth, and that the welfare of the Institution's students, faculty, and staff is maintained at all times.

The Institution provides all students with opportunities at the campus level to address concerns related to this policy. Students seeking information should first consult the Institution's policy and make their concerns known to the appropriate administrator on campus (Assistant Director/Director of Compliance and Administration, Director of Education, or Campus Executive Director). Policies are available to students from several sources: they are provided in paper form at Orientation; they can be requested in paper form at any time; and they are permanently available for download from the Institution's website.

In order to remain in good standing as alumni and to receive associated benefits such as career advising assistance, graduates are expected to continue to comply with the Standards of Conduct in all dealings with the Institution.

Therefore, it is the expectation of the Institution that students and alumni will exemplify professional, courteous, and mature behavior. Such behavior includes but is not limited to these standards of conduct:

*Please consult the electronic version of this document, found on the campus website, for the most recent changes.*

- Respecting the rights of others without regard to race, color, national origin, gender, sex, age, and disability;
- Using language that is relevant to the operation of the Institution and free from profanity;
- Appearing on campus in appropriate, professional attire or uniforms (“appropriate” means ready to meet with a potential employer given a few minutes notice);
- Contributing to order in all institutionally sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing;
- Respecting the property both of the Institution and of the community by doing no harm or damage to the facility, its contents, the property of others while on or off campus, or to vehicles on or off campus;
- Contributing to the health and safety of others while on the private property of the campus as well as during institutionally sponsored events on or off campus;
- Adhering to all local, state, and federal laws.

The standards of conduct represent the behaviors that administrators hope to see from all members of the learning community. Violations of these standards are subject to the disciplinary actions in the *Conduct Level and Range Summary Chart* and to the grievance processes in the *General Conduct Violation Grievance and Investigation Process*. This information is summarized in the current school catalog. The Institution has distinct student grievance policies and processes for academic concerns vs. administrative concerns vs. discrimination concerns.

## OVERVIEW OF THE PROCESS

The Institution views its Student Code of Conduct as the basis for a learning community that is productive and free from disruption. The Student Code of Conduct provides specific “Levels” of violation and detailed “Ranges” of discipline for first and second violations within each Level. **Allegations of a Level I or II violation of the Student Code of Conduct (i.e. those deemed most serious) require formal investigations and may warrant immediate removal from campus. In Level I situations (which includes all “direct threat” matters) this removal may persist pending the outcome of a Formal Investigation while Level II cases may call only for removal from campus for a day to stabilize a situation.** Applicable sanctions for a substantiated Level I or II violation include suspension and expulsion.

Allegations of Level III and IV violations lead to an informal resolution process and, if substantiated, are subject to defined disciplinary ranges that include written warnings, sanctions, and suspension for defined periods of time from campus (see *Conduct Level and Range Summary Chart*).

The Institution encourages students with complaints to refer to the policies and procedures for formally expressing them—these allow for an airing of grievances while still respecting the rights of other classmates. A brief review of the avenue for complaints may be found in the Student Services section of the School Catalog. Students may also seek guidance from administrators regarding their rights, responsibilities, and applicable policies and processes.

Complaints or reports of alleged violations of the Student Code of Conduct shall first be submitted to the Campus Executive Director. If the Campus Executive Director is part of the

complaint or report it can be submitted to the campus's Regional Director at the corporate office. Upon receipt of a complaint or report, i.e. upon being formally notified, the Executive Director will conduct a brief informal inquiry to determine the appropriate next steps. This inquiry will include identifying the applicable Levels and Ranges for the allegations and determining whether the situation requires immediate mitigating action such as in direct threat or discriminatory situations.

## **DEFINITIONS OF ACADEMIC DISHONESTY**

While the Code of Conduct addresses student behavior comprehensively, our status as a Higher Education Institution places special emphasis on student conduct that amounts to academic dishonesty. Academic dishonesty includes but is not limited to the following definitions:

- Cheating—the improper use or attempted use of any material in any academic exercise. Cheating includes:
  - Obtaining or using answer keys, test banks or other instructor materials on tests;
  - Using notes, textbooks, electronic devices, or other unauthorized items during tests;
  - Copying another student's coursework or test answers.
- Plagiarism—using another person's words or ideas as one's own. Plagiarism includes:
  - Directly quoting any source without using appropriate punctuation and citation;
  - Copying and pasting any text from the Internet without marking it as a quote and citing the source;
  - Failing to cite the source when paraphrasing, summarizing, or otherwise using ideas from any source;
  - Submitting a paper or assignment written by any other person;
  - Submitting the same paper or assignment in two or more classes without the permission of the instructor.
- Facilitating Dishonesty—knowingly assisting another in committing an act of academic dishonesty. Facilitating dishonesty includes:
  - Allowing another student to copy one's work on in-class assignments, tests, etc.;
  - Writing a paper or other assignment for another student;
  - Giving a previously-completed paper or assignment to another student.
- Unauthorized Collaboration—two or more students working together on an assignment without authorization from the instructor.

Any members of the learning community who are uncertain about these definitions should be directed to their Program Coordinators for further dialogue.

## **VIOLATIONS OF THE CODE OF CONDUCT**

The Institution defines the following Student Code of Conduct Levels and associated violations as follows:

**Level I (deemed to be the most serious type of violations):**

1. Any act deemed to be discriminatory such as sexual harassment, sexual assault or threat of assault based on gender/sex, unwelcomed/uninvited physical contact, retaliation, hostile environment, offensive language that may be determine to be lewd or indecent, use of or display of any symbol, word, phrase, or information that may be deemed discriminatory or in violation of the Institution's Civil Rights Notice of Non-Discrimination or relevant policies.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, bullying, retaliation, coercion and/or other conduct, explicit or insinuated, which, regardless of intent has the effect of threatening and/or endangering the health and well-being of any person.
3. Violation of published institution policies and procedures related to safety, as well as any unsafe act or conduct, whether intentional or unintentional.
4. Hazing, defined as an act which endangers the mental or physical health or safety of a individual(s), or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
5. Use, possession, or distribution of illegal narcotic, alcoholic, or other controlled substances, except as expressly permitted by law, to include public intoxication.
6. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals within 1000 feet of the campus, or threat of use of such weapons at any time, including at institution-sponsored activities and on transportation furnished by the Institution, such as in the vehicles of ride share participants. This includes the use of legal or illegal fireworks of any type.
7. Attempted or actual theft of and/or damage to property of the Institution or property of a member of the learning community or other personal or public property while on campus.
8. Unbecoming student conduct, including but not limited to conduct that is disorderly, a breach of the peace, aiding, abetting, or procuring another person to breach the peace on the private property of the Institution or at other sponsored institutional activities.
9. Unauthorized, unwelcomed and/or uninvited solicitation of other individual(s) on campus property which may result in disrupting the rights of others, or to limiting free access to classes, the private property of the campus, or to events held on campus property.
10. Refusal to exit campus property when specifically instructed to do so by administration as a result of conduct deemed disruptive or unsafe and which may result in the involvement of campus security or local police.
11. Any other type of conduct deemed dangerous to the learning community.

**Level II:**

1. Unauthorized possession, duplication, or use of keys to institution premises, or unauthorized entry to or use of institution premises.
2. Violation of published institution policies, procedures, rules, or regulations, including, but not limited to, rules imposed upon students who enroll in a particular course or program, or violation of federal, state, or local laws while on the campus or at an institution-sponsored or supervised activity (not otherwise deemed a Level I: Violation

3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institution activities on or off campus.
4. Unauthorized recording of student(s) or staff on campus or during a conduct proceeding (video, phone camera, or recording device).
5. Blatant acts of dishonesty, including but not limited to the following:
  - a. Intentional and conscious cheating, plagiarism, facilitation of dishonesty, or unauthorized collaboration.
  - b. Coordination between multiple students to bias the academic environment.
  - c. Furnishing false information to any institution official, staff member, or faculty member.
  - d. Forgery, alteration, misuse of any institution document, record, or instrument of identification.
  - e. Tampering with the election of any institution-recognized student organization.
6. Participation in, leading, or inciting others to participate in campus demonstrations that disrupt the normal operation of the Institution and infringe on the rights of other members of the learning community, or intentional obstruction of the freedom of either pedestrian or vehicular movement on campus or at institution-sponsored or supervised activities.
7. Theft or abuse of computer time, including but not limited to the following:
  - a. Unauthorized entry to a file, to use, read, transfer, or change the contents, or for any other purpose.
  - b. Unauthorized use of another individual's identification and/or password.
  - c. Use of computing facilities to interfere with the work of another student, faculty member, or institution official.
  - d. Use of the computing facilities to send or receive obscene or abusive messages, or to interfere with the normal operation of the Institution's computing system.
  - e. Violation of the Institution's Computer Usage Policy.
8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
9. Failure to comply with directions of institution officials, contracted security officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. In instances of dissatisfaction with some aspect of the school experience, failure to express dissatisfaction in a professional manner while respecting the rights of others.
11. Any other type of conduct deemed disruptive to the campus community. Examples of disruptive conduct include protests, demonstrations, and solicitations not related to academic assignments.

### **Level III:**

1. Use of tobacco products in campus buildings or in areas other than those marked as designated smoking areas.
2. Failure to dress appropriately according to the following dress code:
  - a. Do wear appropriate attire as designated for classrooms, laboratories, shop areas, internships, and clinical courses according to the requirements of the work/career for which the student is studying.

- b. Do not wear emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the Institution.
  - c. Cleanliness of body and clothing, with attention to discreet display of body piercings and body art, e.g., tattoos.
3. Isolated incidence of disruption of classroom that may include insubordination or disrespect toward instructor or administrator (no verbal or physical violence).
  4. Failure to adhere to designated parking regulations that may include parking in a fire lane or handicapped designated area; or parking in an area that would impede campus activities or endanger others such as blocking a doorway.
  5. Leading or participating in pranks or activities that are of similar nature that may cause disruption during class and/or practical lab, or in a hallway, the facility, or parking lot.
  6. Use of inflammatory or foul language (single occurrence, without pattern).
  7. Failure to comply with general directions or processes meant to maintain classroom order and flow of educational offerings (single occurrence, without pattern).
  8. Failure to adhere to generally accepted rules of daily order while participating in the educational process (such as cleaning up after a project or being in class on time).
  9. Any other type of conduct deemed inappropriate to the campus community.

#### **Level IV:**

In limited circumstances when the preponderance of the evidence does not permit a clear substantiation of a violation, the individual may be verbally cautioned and a review of relevant policy with the individual may occur. This caution is noted to be a result of some type of conduct, not otherwise defined, and provides the individual an opportunity to correct errant behavior.

Under the Institution's policies each violation Level corresponds to a defined range of discipline that is fair, unbiased, and progressive. Progressive discipline is the cycle in which repeated violations will receive progressively harsher sanctions in response. In this manner the third or fourth instance of a Level III violation which would normally require only conduct probation may actually result in expulsion (see the *Conduct Level and Range Summary Chart*).

#### **Definitions**

***Violation:*** a discrete action or a system/pattern of related actions which directly contradict a written rule or policy of the Institution.

***Level:*** defined categories of violations of the Institution Student Code of Conduct.

***Range:*** defined spectrums of discipline within Levels that may include re-education, written warning, sanction, probation, suspension, and/or expulsion, or a combination.

***Removal:*** an action by the Institution meant to prevent further disruption or errant conduct on a given day or during a Formal Investigation. The student may be removed pending the outcome of

a conduct matter, and such days of removal may be included retroactively as time in the sanction of suspension.

**Re-education:** an action by the Institution meant to inform rather than discipline an individual or individuals when a conduct violation cannot be proven upon the preponderance of evidence after an informal or formal investigative process.

**Sanction:** a component of a range of discipline that provides immediate recourse up to loss of campus privileges.

**Probation:** a component of a range of discipline that requires monitoring of the individual's conduct for further violations and may last a period of time and is meant to remediate and prevent future conduct violations.

**Suspension:** a component of a range of discipline, an act by the Institution to remove an individual from campus for a designated period of time based on a conduct violation.

**Expulsion:** a component of a range of discipline, an act by the Institution to terminate an individual's status as an active student.

**Student Advising Action:** a component of a range of discipline that is generally used by the Institution as a means to provide a written warning and/or to address re-education or a conversation with an individual when a conduct violation has or may have occurred; accompanied by the use of the Institution's Student Advising Form.

**Complaint:** formal verbal and/or written notice to the Institution from an individual or individuals regarding a violation of conduct.

**Investigation:** can be an informal inquiry process allowing for the review of a complaint/violation pending certification and/or a formal investigation of the complaint/violation that may lead to discipline.

**Appeal:** formal process which provides an individual the ability to have matters of process or procedure reviewed upon a finding from an investigation; new witnesses or evidence would only be permitted in extenuating circumstances.

**Direct Threat:** indicates that, unless addressed immediately, a situation is more likely than not to result in physical harm to at least one individual within a short period of time.

**Intentional:** done on purpose, deliberate.

**Conscious:** done with an understanding that something is inappropriate or with awareness of the consequences—the opposite of innocent.

**Blatant:** undisguised, without regard for the impact on others.

***Collaboration:*** verbal or written statements between at least two people with the goal of achieving a mutually beneficial outcome.

***Isolated Incident:*** a behavior that, while technically a violation of the Code of Conduct, does not fit into a pattern of such behavior—something that in happening does not materially increase the chances that it will happen again.

## **DISCIPLINARY PROCESS**

The Institution maintains an established, progressive disciplinary process to address violations of conduct. The process permits the Institution to complete an inquiry, provide an informal resolution, conduct a formal investigation, and provide the means for appeal. The Institution will exercise its right to remove a student from campus pending the outcome of an investigation in Level I cases. The *General Conduct Violation Grievance and Investigation Process* may be applied to all conduct violations and may include additional stipulations when the conduct violation includes discrimination-based misconduct or gender-based misconduct. Based on their nature these situations require specialized action as a result of actual notice being provided to the Institution.