

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 definition of a type of 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 conduct.

The Institution policy reflects the fact that each violation Level will have within it defined ranges of discipline allowing for a system of fair, unbiased, and progressive discipline. Progressive discipline may include, but may not be limited to voluntary reeducation up to and including expulsion (see Conduct Level and Range Summary Chart).



VIOLATIONS OF THE CODE OF CONDUCT

The Institution defines the following Student Code of Conduct Levels and associated types of violations. Though these may change based on the needs of the Institution community, violations will always result in appropriate disciplinary action by the campus.

NOTICE OF NON-DISCRIMINATION

The Institution does not discriminate on the basis of race, color, national origin, gender, sex, age, or disability in any of its programs or activities. The Institution provides policies and procedures that are compliant with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. Any individual who believes that she or he has been discriminated against has the right to seek relief and to be free from retaliation by members of the learning community.

The following office has been designated by the Institution to handle all inquiries regarding its non-discrimination policies: Corporate Director of Student Affairs, 4455 South Blvd., Suite 250, Virginia Beach, VA 23452, toll free (877) 604-2121 OR a person may contact the Federal Department of Education, Office for Civil Rights at <http://wdcrobcopl01.ed.gov/CFAPPS/OCR/contactus.cfm>.

Contact the Corporate Director of Student Affairs:

4455 South Blvd, Suite 250 **E-mail: ssmgrp01@centura.edu**
Virginia Beach, VA 23452 **Toll Free: (877) 604-2121**
Hours: Mon – Fri, 8am – 5pm **Fax: (757) 497-6503**

Aviation Institute of Maintenance and Tidewater Tech are certified to operate by SCHEV. Centura College and Aviation Institute of Maintenance are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Tidewater Tech is accredited by the Commission of the Council on Occupational Education (COE).

For Consumer Information and Notice of Non-Discrimination, visit us online:
www.AviationMaintenance.edu
www.CenturaCollege.edu
www.TidewaterTechTrades.edu

STUDENT CODE OF CONDUCT



Centura
COLLEGE
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STUDENT CODE OF CONDUCT

The Institution strives to provide a campus experience that is conducive to high academic achievement. By enrolling in the Institution, you agree to hold yourself to certain standards of conduct, behavior, and safety. These standards are in place to help ensure that the campus remains a positive environment for education and growth for all in our campus community. The Institution has developed and maintains a Student Code of Conduct Policy and defines specific violations of the Code. If you need information regarding this policy, you should first consult the School Catalog. An Institution administrator, such as the Assistant Director, Director of Compliance and Administration, Director of Education, and/or Campus Executive Director may answer your questions and help direct you, or provide you with a copy of the policy.

In order to remain in good standing as an alumnus and to receive associated benefits from the Institution such as career advising assistance, you are expected to continue to comply with the Student Code of Conduct in all dealings with the Institution.

The Student Code of Conduct has a few basic guidelines that help you exemplify professional, courteous, and mature behavior. Such behavior includes but is not limited to:

1. Respecting the rights of others without regard to race, color, national origin, gender, sex, orientation, age, and disability;
2. Using language that is relevant to the operation of the Institution and free from profanity;
3. Appearing on campus in appropriate, professional attire or uniforms ("appropriate" means ready to meet with a potential employer given a few minutes' notice);
4. Contributing to order in all Institution sanctioned activities, whether on or off campus, to include the classroom, hallway, facilities, labs, intern/externship sites, and housing;
5. 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;
6. Contributing to the health and safety of others while on the private property of the campus as well as during Institution sponsored events on or off campus;
7. Adhering to all local, state, and federal laws.

The Institution expects that you will conform to the Student Code of Conduct as defined. Misconduct is subject to the disciplinary actions and grievance processes outlined by the Institution to assist you in understanding what is required of you. This brochure summarizes key points of a longer policy on conduct, which can be found in the current catalog.

The Institution has very specific "Levels" defined for various conduct violations and offers you the ability to understand what type of discipline "Range" might result from a violation in any of the four (4) levels. Level I violations are deemed the most serious type of offenses while Level IV violations are recognized as the least serious. In each Level there are two (2) Ranges of discipline, one applying to first offenses and the other to second offenses. For example, you might have a first violation in Level III, for which there is a specifically defined Range of discipline. Further violations may result in, but may not be limited to, voluntary reeducation or expulsion. The Institution has a Conduct Level and Range Summary Chart available to students who wish for more specific information.

When an individual is thought to be or found to be in violation of the Code, the Institution will act to first ensure the safety of its community. **When community safety is of concern, such as in the case of most Level I violations (including those defined as "direct threat"), the Institution may**

act to remove the individual(s) immediately from campus and will open a Formal Investigation. Such removals will be in effect during the duration of the Investigation. In all cases, each campus will act to thoroughly investigate violations within the parameters of the Institution's established policies.

Your Campus Executive Director can help you understand the Student Code of Conduct and may answer any questions that you may have. The Institution encourages you to understand the Student Code of Conduct and to follow it. There is zero tolerance for most Level I violations, so know your responsibility and conduct yourself as professionals.

LEVEL I

(DEEMED TO BE THE MOST SERIOUS TYPE OF VIOLATIONS):

1. Any type of or act deemed to be discriminatory such as sexual harassment, sexual assault or threat of assault based on gender/sex/orientation, unwelcomed/uninvited physical contact, retaliation, hostile environment, offensive language that may be determined 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 Institution 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 an 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 Institution 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 Institution 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 campus 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 Institution campus or at an Institution-sponsored or supervised activity (not otherwise deemed a Level I: Violation 3).
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Institution activities on or off campus.
4. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any Institution official, staff member, or faculty member.
 - c. Forgery, alteration, misuse of any Institution document, record, or instrument of identification.
 - d. Tampering with the election of any Institution-recognized student organization.
5. 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 Institution community, or intentional obstruction of the freedom of either pedestrian or vehicular movement on campus or at Institution-sponsored or supervised activities.
6. 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 computing system.
 - e. Violation of the Institution's Computer Usage Policy.
7. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
8. 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.
9. 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.
10. 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.