



EMERGENCY REGULATION  
**CODE OF CONDUCT FOR ONLINE COURSES**

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## FOREWORD

Due to the extreme circumstances of COVID-19 (coronavirus-2019), TAV College has adopted this (special) Code of Conduct for Online Courses to impose regulations on the conduct of all persons studying or working at TAV College in an online manner. Instructors are responsible for the application and enforcement of the Code. Students are responsible for understanding and abiding by the Code.

### 1. PARENT POLICY AND REGULATIONS

The following existing TAV College policy and regulation articles shall also apply to the Code of Conduct for Online Courses:

- Policy No. 01, Institutional Policy on the Evaluation of Student Achievement (IPESA), **Section 3: Responsibilities**  
<https://www.tav.ca/wp-content/uploads/2020/01/TAV-COLLEGE-IPESA-Jan.2019.pdf>
- Policy No. 01, Institutional Policy on the Evaluation of Student Achievement (IPESA), **Section 12: Academic Fraud, Plagiarism and Cheating**  
<https://www.tav.ca/wp-content/uploads/2020/01/TAV-COLLEGE-IPESA-Jan.2019.pdf>
- Regulation No. 03, Code of Conduct for Students and Staff, Article 2: Scope and Application  
<https://www.tav.ca/wp-content/uploads/2019/04/REGULATION-NUMBER-3-Code-of-Conduct-06-02-2019.pdf>
- Regulation No. 03, Code of Conduct for Students and Staff, Article 12: Appropriate Behavior  
<https://www.tav.ca/wp-content/uploads/2019/04/REGULATION-NUMBER-3-Code-of-Conduct-06-02-2019.pdf>
- Regulation No. 03, Code of Conduct for Students and Staff, Article 13: Acts of Misconduct  
<https://www.tav.ca/wp-content/uploads/2019/04/REGULATION-NUMBER-3-Code-of-Conduct-06-02-2019.pdf>

### 2. ATTENDANCE FOR ONLINE COURSES

- Unless otherwise indicated by your instructor, all students are expected to login, using the class link provided by their instructor, and participate in their course at the scheduled time as stated by their instructor at the beginning of the semester.

- If a student cannot attend an online class for reasons related to COVID-19, they must inform the instructor.
- If a student cannot attend an online class for reasons related to COVID-19, they are responsible for downloading any learning documents and/or listening to any videos or recorded lectures before the next scheduled online class to ensure they are up-to-date.
- Instructors are not allowed to force students to turn their webcam or microphone on, however, instructors have the right to occasionally “check-in” with students who have their webcam and/or audio turned off to ensure that the students are actively engaging in the course material.

### **3. ACTS OF MISCONDUCT FOR ONLINE COURSES**

Notwithstanding any other college recourse, any person is liable to sanctions, expulsion or termination if they perform the following acts of misconduct during an online class:

- acts in a way that endangers the health and safety of others;
- is guilty of digital hacking, using College online resources for personal purposes, piracy or violation of copyright;
- attacks the reputation of another by libellous statements;
- propagates hate literature or offensive imagery;
- uses profane, obscene, offensive or abusive language directed at other students or college staff;
- curses or swears during official college activities;
- acts in a malicious manner against other students or college staff;
- commits immoral acts including acts of gross indecency;
- uses threats, intimidation, physical constraint or attempts to bribe others;
- interferes with or disturbs a course, training activity or any other college activity;
- commits a criminal act;
- commits sexual or psychological harassment;
- consumes alcohol during a live, online class;
- consumes tobacco (cigarettes), marijuana or e-cigarettes (vape) during a live, online class.

In no way may this regulation be interpreted as replacing or modifying the individual rights already recognised by the laws in force in the province of Quebec.

#### 4. BEHAVIOUR EXPECTATIONS FOR ONLINE COURSES

All students and instructors will be responsible for upholding the following behavior expectations during a live, online class:

- **You must wear appropriate attire during an online class** (nudity and/or shirtlessness is not allowed);
- **You must be respectful in the online chat feature of the software** (an instructor has authority to remove you from the online class and the situation will be added to your permanent record);
- **You are not allowed to invite someone to the online class who is not registered for the course** (attendance will be taken during each online class);
- **You are not allowed to consume tobacco (cigarettes), marijuana or e-cigarettes (vape) during a live, online class where your webcam is live**
- **You must act in a way that is appropriate when using the microphone, webcam or share screen features of online classrooms.**
- **You must also respect the unique rules set by your instructor** (if a set of rules exist within the course outline).
- **You are not allowed to display media or imagery on your screen that contains nudity or that is profane, obscene or offensive** (failure to comply will result in suspension).

#### 5. REPRIMANDS, WARNINGS AND DISCIPLINARY ACTIONS

All cases of punishable offenses will be sent to the Dean of Studies' office (by the instructor of the course) for review. **The Dean of Studies' office holds the right to suspend or expel a student who has committed any of the offenses stated in Section 3: Acts of Misconduct for Online Courses.**

The following disciplinary procedure will be upheld during the semester:

1. A student who fails to abide by any of the aforementioned codes of conduct will first receive either (A) a **verbal warning** by the course instructor or (B) a **written warning** by the course instructor.
2. A student who continues to misbehave during online classes will receive a written notice that their name and situation has been filed with the Dean of Studies' office for review of suspension.
3. If a student, who has been previously suspended, continues to misbehave, they will be permanently expelled from the College.

\* Note that all disciplinary measures result in a permanent note on the student's record.

DEFINITIONS:

- **Warning:** A verbal or written notice that continuation or repetition of the wrongful conduct may result in further disciplinary action.
- **Suspension:** Exclusion from all College functions and activities for a period of at least two (2) weeks. \*In serious cases, the student may lose their admission status. The conditions for readmission will be stated in the suspension notice.
- **Expulsion:** The student's status with the College is terminated permanently and the student is no longer allowed to participate in any College functions.