REMINDER OF RULES FOR PROPER CLASSROOM BEHAVIOR

TARDINESS
Students must arrive for class on time.
However, a professor may tolerate a maximum 10-minute tardiness to take into account the specificities of a learning site or a particular context, a context which is necessarily linked to course logistics.

USE OF CELL PHONES
Use of cell phones is strictly prohibited in class for whatever reason. A first warning will be given to an offending student; should the student repeat this behavior, s/he will be expelled from class.

USE OF LAPTOP COMPUTERS
Use of laptop computers in class is strictly prohibited, even to take notes. Exception is made for professors who authorize usage of laptops in a strictly pedagogical context.

BADGING INTO CLASS
Students must badge into class before or at the beginning of each class session.
To prevent fraud, you must **systematically** check that the number of students that have badged in corresponds to the number of students present in class.

If you notice that a student is absent even though it is indicated on screen that s/he has badged in, you must make a change in the PRESENTIEL software:

• **Change the student's status to absent** by clicking on her/his photo, the frame around which will change from greet to red.	
• In the pop-up window, **indicate the reason in the space marked COMMENTAIRE.** This information will be transmitted to the Academic Department.	

A student who comes to class without a badge will be marked absent. However, in the case of an exercise counting for the continuous assessment of the entire class (quiz, test, group work, and so on), the student will be authorized to carry out the work.

<u>**Special Case for 3-Hour Classes**</u>:
Students will only be allowed to badge in at the beginning of the first session.
If a break is planned during the course (e.g. after the first 1 ½ hours), the system will not allow for further badging in.
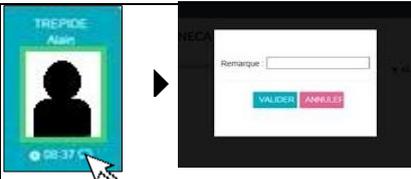Once your break has come to an end, you therefore must systematically count the number of students present in the second half of your class (check their names on the picture class list).

If you notice that a student is no longer present after your break, you must make a change in the PRESENTIEL software:

• **Change the student's status to absent** by clicking on her/his photo, the frame around which will change from greet to red.	
• In the pop-up window, **indicate the reason in the space marked COMMENTAIRE.** This information will be transmitted to the Academic Department.	

UNDONE OR UNFINISHED HOMEWORK

If you have assigned work to one, several or all students and find that this work has not been done on time, you must make a notification of this behavior in the PRESENTIEL software:

• **Add a REMARK** by clicking on the bubble-shaped icon, which will send a message to the Academic Department. • **Do not expell the student, leaving her/his profile frame green.**	

Please bear in mind:
➢ No penalty will be applied for the first assignment falling under this category (*errore humanum est*), a notification will be sent to the student by email by the Academic Department.
➢ From the second occurrence of this nature (regardless if it is your course or another professor's), a penalty of 0.5 points will be taken off the student's semester grade <u>for the module,</u> and the student will be notified of this penalty by email.
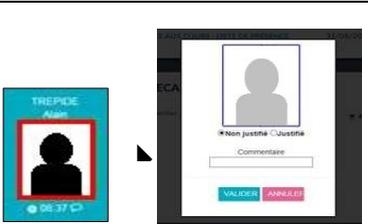

EXPULSION FROM CLASS

A student may be expelled from a class for:
– Falling asleep;
– Using a laptop computer or cell phone without permission;
– Chatting;
– As well as any/all other case(s) where the professor considers the student's presence to be a nuisance or annoyance to the class.

Any/all expulsion(s) must always be accompanied by an explicit reminder of school norms: "You have been expelled from class because…."

If you decide to expel a student from class, you must make a notification of this behavior in the PRESENTIEL software:

• **Change the student's status to absent** by clicking on her/his photo, the frame around which will change from greet to red. • In the pop-up window, **indicate the reason in the space marked COMMENTAIRE.** This information will be transmitted to the Academic Department.	

Please bear in mind:
➢ For the first expulsion from class, a letter is sent to the student's parents. At the second expulsion from class (regardless if it is your course or another professor's), the student will automatically be summoned to a disciplinary hearing.

In some circumstances, it is advisable to remind students of the rules before expelling them with the warning "the next person who … will be expelled." For example, "the next one who I hear chatting will be expelled."

PLAGIARISM

In compliance with Article 12 of the *Student Guide*, plagiarism is strictly forbidden in any type of work (report, thesis, presentation, and so on).
Any/all suspected plagiarism must be reported immediately to the faculty module coordinator.
If proven, the Academic Department will decide to summon the student(s) to a disciplinary hearing.