



NPRC-3225: Academic Code of Conduct for Students
Origination: 03-18-2019
Approved: 04-12-2019
Effective: 04-12-2019
Reviewed:
Updated:

Subject: Academic Code of Conduct for Students

1. PURPOSE

The purpose of the Academic Code of Conduct for Students is to communicate the expectations for academic integrity and ethical behavior for students of Northern Pennsylvania Regional College (NPRC or the College).

2. SCOPE AND APPLICABILITY

This policy is applicable to all students, faculty, staff, and administrators of Northern Pennsylvania Regional College.

3. REFERENCES

3.1 INDX-0010 Master Policy Index

3.2 NPRC-3235 Behavioral Code of Conduct for Students

3.3 Middle States Commission on Higher Education (MSCHE), Standards of Affiliation, Standard II, Ethics and Integrity,
<http://www.msche.org/wp-content/uploads/2018/06/RevisedStandardsFINAL.pdf>

3.4 Michigan State University, Office of the University Ombudsperson, What is Academic Integrity?, <https://ombud.msu.edu/academic-integrity/What%20is%20Academic%20Integrity.html>

4. DEFINITIONS

4.1 For purposes of this policy, a student is any individual enrolled in any course(s) of instruction offered by NPRC.

4.2 For purposes of this policy, ethical academic behavior is the demonstration of integrity and honesty in academic interactions. Such behavior includes acting in ways

consistent with what society and individuals typically think are good values and includes adherence to moral principles including, but not limited to, honesty, fairness, dignity, respect for differing opinions, diversity, and individual rights.

- 4.3 For purposes of this policy, academic integrity includes, but is not limited to, the expression of original ideas, proper acknowledgement of sources, avoidance of plagiarism or cheating, maintenance of academic standards, independence of work product, and the accurate and honest reporting of results.
- 4.4 Plagiarism is the subsuming of another's ideas, words, or actions without giving credit to the owner of those ideas, words, or actions. Acts of plagiarism include, but are not limited to, representing the written, oral, mode of artistic expression, or computer-based work of another, including a past or present NPRC student, as a product of one's own thoughts or actions, whether the work is published or unpublished.
- 4.5 Cheating is the improper taking or giving of any information or material with intent to obtain an unfair advantage on an assessment or evaluation. Acts of cheating include, but are not limited to, copying from another student's exam or other written, oral, mode of artistic expression, or computer-based work product; allowing another student to copy from one's own exam or other written, oral, mode of artistic expression, or computer-based work product; using unauthorized materials including, but not limited to, notes, textbooks, formula lists, virtual or hard-copy sources of information, or electronic media or devices during a proctored or un-proctored evaluation or assessment of student learning; obtaining any part of an exam, assessment, or other evaluation before it has been released to the class; submitting the work of another individual or entity as one's own, including, but not limited to, work products purchased through online providers; and submitting the same project or paper in more than one course.
- 4.6 For purposes of this policy, a working day is any Monday through Friday, excluding designated college holidays designated on the Academic Calendar.

5. POLICY

- 5.1 NPRC students are expected to uphold and abide by standards of academic and ethical conduct that reflect and edify the College's mission, values, vision, philosophy, and goals. Any conduct which deviates from these standards of conduct may result in disciplinary action.
- 5.2 NPRC students are required to exemplify academic integrity and ethical academic behavior by
 - 5.2.1 Creating and expressing their own ideas in course work;

- 5.2.2 Acknowledging all sources of information;
- 5.2.3 Completing all assignments independently or acknowledging collaboration when permitted;
- 5.2.4 Accurately reporting results when conducting one's own research;
- 5.2.5 Completing all laboratory or other hands-on activities independently or acknowledging collaboration when permitted and accurately representing their own findings;
- 5.2.6 Accurately reporting all time and activities completed through clinical, job-shadowing, internship, or other similar learning experiences;
- 5.2.7 Submitting original work in response to assignments;
- 5.2.8 Giving credit to other peoples' ideas;
- 5.2.9 Avoiding all acts of plagiarism;
- 5.2.10 Avoiding all acts of cheating;
- 5.2.11 Avoiding use of fabricated, forged, or counterfeited information;
- 5.2.12 Avoiding imitating or counterfeiting images, documents, signatures, or similar artifacts;
- 5.2.13 Avoiding actions that obstruct or limit academic opportunities of other students by impeding their work or access to educational resources;
- 5.2.14 Avoiding fraudulent actions including, but not limited to, providing any signature other than one's own on any College document; forging or altering the record of any grade in any educational record; knowingly presenting false information or misrepresenting one's own record; or knowingly providing false statements in any College proceedings;
- 5.2.15 Completing all proctored and un-proctored evaluations and assessments of student learning in compliance with guidelines and instructions provided by their instructor(s); and
- 5.2.16 Adhering to good values and moral principles;

- 5.3 Failure to adhere to the requirements for conduct expressed in 5.2 may result in a failing grade on an assignment(s), a failing grade in a course(s), or suspension or expulsion from the College.
- 5.4 Penalty(ies) for violations of the Academic Code of Conduct which occur within a single course shall be determined by the instructor of the course. Such penalty(ies) may include, but are not limited to,
- 5.4.1 A lowered grade or a grade of zero on the evaluation, assessment, exam, or assignment affected by the violation; or
- 5.4.2 Exclusion from further participation and an assignment of a grade of F in the course.
- 5.5 The Dean of Curriculum and Instruction may impose progressive disciplinary penalties for repeated violations of the Academic Code of Conduct which occur within a single course or in multiple courses. Progressive disciplinary penalties include, but are not are not limited to, suspension or dismissal from a program of study, suspension from the College, or expulsion from the College.
- 5.6 In most cases, the College will treat attempts to commit any violations listed in the Academic Code of Conduct for Students as if those attempts had been completed.
- 5.7 The College will not tolerate intentional false reporting of violations of the Academic Code of Conduct for Students. Intentional false reporting shall be considered a violation of the Academic Code of Conduct for Students and is subject to the same conduct processes and possible consequences as any other violation.
- 5.8 Violations of the Academic Code of Conduct for Students conducted through electronic means are subject to the same conduct processes and possible consequences as any other violation.
- 5.9 The outcome of a conduct hearing is part of the educational record of a student accused of a violation of the Academic Code of Conduct and is protected from release under the Federal Educational Right to Privacy Act except as required or permitted by federal or state law or through legal action by subpoena.
- 5.10 A penalty of Suspension or Expulsion shall result in the following:
- 5.10.1 The separation of a student from courses, programs, and all College privileges for a definite time may be imposed by the conduct body through Suspension. A student under Suspension is ineligible to be present at any event, function, or class provided by the College other than a meeting or hearing related to the

Suspension imposed by the conduct hearing body. In cases where the suspension prevents coursework, the College shall issue a grade of W indicating administrative withdrawal from the course(s) in which the student was enrolled. A student under Suspension shall be ineligible for any refund of tuition or fees. A student under Suspension must meet any conditions for readmission stated in the order of Suspension by the conduct body.

- 5.10.2 The permanent separation of a student from courses, programs, and all College privileges and a barring of a student from being present at any College event or instructional activity may be imposed by the conduct body through Expulsion. A student under Expulsion is ineligible to be present at any event, function, or class provided by the College other than a meeting or hearing related to the Expulsion imposed by the conduct hearing body. A student under Expulsion is ineligible for readmission. A student under an order of Expulsion shall receive a grade of W indicating administrative withdrawal from the course(s) in which the student was enrolled and shall be ineligible for any refund of tuition or fees.
- 5.11 An accused student and any complainant(s) shall have the right to have a representative present at any point in the proceedings of this policy. The accused student and any complainant(s) must provide the notifying personnel or board with the full contact information of the representative at least 72 hours prior to any conduct hearing or meeting. The College assumes no responsibility for providing any individual involved with a representative and no responsibility for any financial obligation incurred by the accused student or any complainant(s) in association with the representation or any other costs associated with the proceedings of this policy.
- 5.12 An accused student and any complainant(s) shall have the right to respond to an allegation of a violation of the Academic Code of Conduct by written statement. The accused student's response must be provided at least 72 hours prior to any conduct hearing and per the timeline indicated for other proceedings within this policy.
- 5.13 An accused student and any complainant(s) shall have the right to request that the College call witnesses for any conduct hearing. Such a request must be made in writing to the notifying personnel or board at least 72 hours prior to the conduct hearing. The request must include full contact information for the requested witnesses.
- 5.14 An accused student and any complainant(s) shall have the right to present or request items of physical information to be used at any conduct hearing. The accused student and any complainant(s) are required to submit a list of these items and the source from which they must be procured if not in the student's possession. This list must be provided by the accused student and any complainant(s) to the notifying personnel or board at least 72 hours prior to the conduct hearing.

- 5.15 The College reserves the right to request that its legal representative be present at any conduct hearing.
- 5.16 Suspensions and/or Expulsion shall become part of a student's permanent educational record and shall be released to any institution to which the student requests their NPRC official transcript or educational record be sent.
- 5.17 If an accused student fails to respond to notice at any stage of the Conduct Hearing Board's process, a ruling shall be issued, and any applicable consequences shall be enforced by the notifying person or board. The ruling shall be communicated by U.S. mail to the student's home address or electronically to the accused student's college-assigned email address within three (3) working days of the ruling. A copy of the ruling shall be provided to the offices of the President and the Vice President for Academic and Student Affairs. Such a disposition will be final; there will be no subsequent proceedings.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Whenever an allegation is made against a student for violating the Academic Code of Conduct in a single course, the faculty shall investigate the allegation in alignment with the following procedure and timeline:
- 6.1.1 Within five (5) working days of an allegation or observation of an alleged violation, the faculty shall provide the Dean of Curriculum and Instruction and the accused student with written documentation of the incident, copies of relevant documents, and their decision concerning penalties to be assessed where a reasonable person would determine a violation occurred. This information shall be communicated by email attachment to official college-assigned email accounts.
- 6.1.2 If the student disputes the faculty's conclusion or the penalty assessed, the student may appeal the decision with the Dean of Curriculum and Instruction in writing by letter or by email using their college-assigned email account within five (5) working days of receipt of the faculty's decision. The appeal may include additional information or evidence the student judges as relevant.
- 6.1.3 Upon receipt of an appeal of a faculty's decision, the Dean of Curriculum or designee shall review the information provided by the faculty and the student and provide the student and faculty with a decision regarding the appeal within five (5) working days of the appeal's receipt. The decision shall be communicated through official college-assigned email accounts.

- 6.1.4 If the student disputes the decision of the Dean of Curriculum and Instruction or designee, the student may appeal the decision with the Vice President for Academic and Student Affairs. The Vice President for Academic and Student Affairs shall review the information from all parties and provide the student, faculty, and Dean of Curriculum and Instruction or designee with a decision regarding the appeal within five (5) working days of the appeal's receipt. The decision of the Vice President for Academic and Student Affairs shall be final. The decision may be communicated through official college-assigned email accounts or by U.S. mail. No additional appeals shall be accepted. No record shall be kept for allegations that are dismissed during the appeal's process.
- 6.1.5 The Office of the Dean of Curriculum and Instruction shall retain records of any allegations for which a penalty is assessed for two (2) years from the date of the final decision.
- 6.1.5.1.1 If no additional incidents occur which result in the assessment of a penalty within two (2) years, the record shall be destroyed.
- 6.1.5.1.2 If additional incidents occur in single courses for which penalty(ies) is/are assessed, records of previous incidents shall be considered for progressive disciplinary action which may include recommendation for suspension or expulsion from the College.
- 6.2 Whenever an allegation is made against a student for successive violation(s) of the Academic Code of Conduct in a course or courses or a violation related to a broader programmatic assessment or evaluation is alleged, the Dean of Curriculum and Instruction or designee shall investigate the allegation in alignment with the following procedure and timeline:
- 6.2.1 Within seven (7) working days of the allegation of a violation, the Dean of Curriculum and Instruction or designee shall review all information associated with the allegation and information concerning any other recorded incidents and shall provide the Vice President for Academic and Student Affairs with a written report summarizing the findings and providing a recommendation of the penalty to be imposed.
- 6.2.2 Within seven (7) working days of receipt of the report from the Dean of Curriculum and Instruction or designee, the Vice President for Academic and Student Affairs shall provide the student and the Dean of Curriculum and Instruction or designee with a decision concerning the allegation, findings, and any penalty to be imposed, including, but not limited to, suspension or expulsion. The decision shall be communicated through official college-assigned email accounts.

- 6.2.3 If the student disputes the decision of the Vice President for Academic and Student Affairs, the student may appeal the decision of the Vice President for Academic and Student Affairs by providing written notice, through hard copy or use of their assigned college-assigned email account, to the President's office within five (5) working days of receipt of the decision. Upon receipt of such an appeal, the President shall, within five (5) working days, appoint a Conduct Hearing Board from the group of trained employees. The Conduct Hearing Board shall be composed of the Director of Enrollment Management and Student Success, a currently enrolled student, the Chief of Staff or Registrar, and a Student Success Specialist. In coordination with the members of the hearing board, the Director of Enrollment Management and Student Success, who shall be designated as Chair of the Conduct Hearing Board, shall convene the board and conduct a hearing within ten (10) working days of the board's formation. Notice of the hearing shall be provided to the student by mail to the student's home address or electronically to the student's college-assigned email address at least three (3) working days prior to the conduct hearing. Upon conclusion of the conduct hearing, the Chair of the Conduct Hearing Board shall communicate the board's ruling. The ruling shall be by simple majority and shall be communicated by letter by U.S. mail to the student's home address or electronically to the accused student's college-assigned email address within three (3) working days of the hearing. A copy of the ruling shall be provided to the offices of the President and the Vice President for Academic and Student Affairs. Such a disposition will be final; there will be no subsequent proceedings.
- 6.2.4 No record shall be kept for allegations that are dismissed during the appeal's process.
- 6.2.5 The Office of the Dean of Curriculum and Instruction shall retain records of any allegations for which a penalty less than suspension or expulsion is imposed for two (2) years from the date of the final decision.
- 6.2.5.1 If no additional incidents occur which result in the assessment of a penalty less than suspension or expulsion within two (2) years, the record shall be destroyed.
- 6.2.5.2 If additional incidents occur in single courses for which a penalty less than expulsion is imposed, records of previous incidents shall be considered for progressive disciplinary action which may include recommendation for expulsion from the College.

6.3 The Vice President for Academic and Student Affairs or designee shall be responsible for training of employees who may be appointed to the Conduct Hearing Board. Training shall take place annually prior to the first day of class for the fall academic term.

6.4 Notice shall be issued to all parties involved in a complaint by the same timeline and by the same personnel or board as that of the accused student.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or the President’s designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the Office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President’s designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

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| Chair, Board of Trustees | Date |
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Signature on file

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| President | Date |
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Attachments: None

Distribution: Board of Trustees; <https://regionalcollegepa.org>

Revision Notes: Policy in Origination