



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

NPRC-3225: Educational Code of Conduct

Origination: 03-18-2019

Approved: 05-08-2020

Effective: 05-08-2020

Reviewed:

Updated:

Subject: Educational Code of Conduct

1. PURPOSE

The purpose of the Educational Code of Conduct is to communicate the expectations for integrity and ethical behavior in educational activities.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students.

3. REFERENCES - None

3.1 NPRC 3260 – Student Grievance and Complaint Policy

3.2 NPRC 3235 – Behavioral Code of Conduct

3.3 NPRC 3237 – Suspension and Expulsion

4. DEFINITIONS

4.1 Ethical behavior is the demonstration of integrity and honesty in educational 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.

4.2 Educational integrity includes, but is not limited to, the expression of original ideas, proper acknowledgement of sources, avoidance of plagiarism or cheating, maintenance of educational standards, independence of work product, and the accurate and honest reporting of results.

4.3 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a past or present NPRC student, as a product of one's own thoughts or actions, whether the work is published or unpublished.

- 4.4 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.

5. POLICY

- 5.1 Students will uphold and abide by standards of educational 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 Students will exemplify integrity and ethical behavior by
- 5.2.1 Creating and expressing their own ideas in coursework;
 - 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, images, documents, signatures, or similar artifacts;
 - 5.2.12 Avoiding actions that obstruct or limit educational opportunities of other students by impeding their work or access to educational resources;
 - 5.2.13 Avoiding fraudulent actions including, but not limited to, 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; and
 - 5.2.14 Completing all proctored and un-proctored evaluations and assessments of student learning in compliance with instructions provided by their instructor(s).
- 5.3 In most cases the College will treat attempts to commit any violations as if those attempts had been completed unless substantial proof can be provided that the perceived attempt was unintentional as determined by the VPASA.
- 5.4 The College will not tolerate intentional false reporting of violations of the Educational Code of Conduct. Intentional false reporting shall be considered a violation of NPRC 3235 Behavioral Code of Conduct and is subject to the same conduct processes and possible consequences as any other violation.
- 5.5 The College shall retain records of any violations for which a penalty is assessed.
- 5.6 Penalties for violations of the Educational Code of Conduct which occur within a single course are determined by the instructor of the course.
- 5.6.1 Penalties may include, but are not limited to,
 - 5.6.1.1 A lowered grade or a grade of zero on the evaluation, assessment, exam, or assignment; or
 - 5.6.1.2 Exclusion from further course participation and a grade of F in the course.

- 5.6.2 Within five (5) business days of an allegation or observation of an alleged violation, the instructor shall provide the Dean of Curriculum and Instruction or the Director of Workforce Development, as applicable, and the accused student with written documentation of the incident, copies of relevant documents, and the penalty to be assessed.
- 5.6.3 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 or Director of Workforce Development, as applicable, by following NPRC 3260 – Student Grievance and Complaint Policy.
- 5.7 Multiple violations of the Educational Code of Conduct will result in progressive disciplinary action which may include recommendation for expulsion from the College. The investigation will follow this procedure and timeline:
- 5.7.1 Within seven (7) business days of the allegation of a second violation, the Dean of Curriculum and Instruction or Director of Workforce Development, as applicable, shall review all information associated with the allegation and information concerning any other recorded incidents and shall meet with the student to review that information. Following that meeting, a written report summarizing the findings and providing a recommendation of the penalty to be imposed will be submitted to the Vice President of Academic and Student Affairs.
- 5.7.2 Within seven (7) business days of receipt of the report, the Vice President of Academic and Student Affairs shall provide the student with a written decision concerning the allegation, findings, and any penalty to be imposed, including, but not limited to, suspension or expulsion (see NPRC 3237 Suspension and Expulsion). The decision shall be communicated through official college-assigned email accounts, and/or mail and is a final decision.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Vice President of Academic and Student Affairs or designee is responsible for the administration of this policy.

7. SIGNATURES

 _____	 _____
Chair, Board of Trustees	Date
 _____	 _____
President	Date