



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

NPRC-3225: Academic Code of Conduct for
Academic Students
Origination: 03-18-2019
Approved: 05-13-2022
Effective: 05-13-2022
Reviewed:
Updated:

Subject: Academic Code of Conduct for Academic Students

1. PURPOSE

This policy communicates the expectations for academic integrity and ethical behavior in educational activities for academic students at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all academic students.

3. REFERENCES

- 3.1 NPRC-1000: College Mission, Values, and Identity
- 3.2 NPRC-3235: Behavioral Code of Conduct for Students
- 3.3 PROC-3235: Behavioral Code of Conduct for Students
- 3.4 PROC-3225: Academic Code of Conduct for Academic Students
- 3.5 NPRC-3237: Suspension and Expulsion

4. DEFINITIONS

- 4.1 Academic Faculty is any instructor (part-time or full-time) who teaches one or more courses for academic credit at the College.
- 4.2 An Academic Student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.
- 4.3 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.

- 4.4 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.
- 4.5 Plagiarism is the use of another's ideas, words, or actions without giving credit to the owner of those ideas, words, or actions, either committed intentionally or unintentionally through improper use of citation and formatting guidelines. 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past or present NPRC academic student, as a product of one's own thoughts or actions, whether the work is published or unpublished.
- 4.6 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 academic student's exam or other written, oral, mode of artistic expression, or computer-based work product; allowing another academic 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 academic 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 Academic Students are expected to uphold and abide by standards of conduct that reflect and edify the College's mission, values, vision, philosophy, and goals, outlined in NPRC-1000: College Mission, Values, and Identity. Any conduct which deviates from these standards of conduct may result in disciplinary action.
- 5.2 Academic 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 academic 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 academic 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 of this policy as if those attempts had been completed unless substantial proof can be provided that the perceived attempt was false or unintentional as determined by the Vice President of Academic and Student Affairs.
- 5.4 The College will not tolerate intentional false reporting of violations of this policy. Intentional false reporting shall be considered a violation of NPRC-3235: Behavioral

Code of Conduct for Students and is subject to the same consequences outlined in PROC-3235: Behavioral Code of Conduct for Students.

- 5.5 The College shall retain records of any violations for which a penalty is assessed.
- 5.6 Penalties for violations of this policy 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 Instructors who wish to report violations of this policy must follow the process outlined in PROC-3225: Academic Code of Conduct for Academic Students.
- 5.7 Multiple violations of this policy will result in progressive disciplinary action which may include recommendation for expulsion from the College as detailed in NPRC-3237: Suspension and Expulsion.
- 5.8 The appeal process regarding violations which occur within a single course and the investigation, decision, and appeal process regarding multiple violations of this policy will follow the procedure outlined in PROC-3225: Academic Code of Conduct for Academic Students.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Faculty are responsible for reporting conduct that is believed to be in violation of this policy as outlined in PROC-3225: Academic Code of Conduct for Academic Students.
- 6.2 The Director of Applied Studies and the Director of Arts and Sciences are responsible for the execution of this policy and its respective resolution processes as outlined in PROC-3225: Academic Code of Conduct for Academic Students.
- 6.3 The Vice President of Academic and Student Affairs is responsible for the oversight and administration of this policy.

