



Academic Code of Conduct for Academic Students

1. PURPOSE

This procedure establishes the guidelines for the investigation and adjudication of alleged violations of NPRC-3225: Academic Code of Conduct for Academic Students at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure applies to all academic students.

3. ASSOCIATED POLICIES AND DOCUMENTS

3.1 CLDR-1010: Policy Review Schedule

3.2 NPRC-3225: Academic Code of Conduct for Students

3.3 NPRC-3260: Student Complaint

3.4 NPRC-3237: Suspension and Expulsion

3.5 FORM-3225-01: Academic Code of Conduct for Academic Students Online Complaint

3.6 FORM-3225-02: Academic Code of Conduct for Academic Students Incident Tracking

4. DEFINITIONS

4.1 A Business Day is a day of normal college operation.

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

5.1 To report an alleged violation of NPRC-3225: Academic Code of Conduct for Academic Students:

5.2 Within five (5) business days of an allegation or observation of an alleged violation, the Complainant shall complete FORM-3225-01: Academic Code of Conduct for Academic Students Online Complaint and provide the appropriate academic director with written documentation of the incident, copies of relevant documents, and, if applicable, the penalty to be assessed. The instructor will also provide the accused student with the same information and notice that the incident has been reported.

5.3 Penalties for violations of NPRC-3225: Academic Code of Conduct for Academic Students which are determined by the instructor to have occurred within a single course are determined by the instructor of the course.

5.3.1 Penalties may include, but are not limited to:

5.3.1.1 A lowered grade or a grade of zero on the evaluation, assessment, exam, or assignment; or

5.3.1.2 Exclusion from further course participation and a grade of F in the course.

5.4 After reviewing FORM-3225-01: Academic Code of Conduct for Academic Students Online Complaint, the appropriate academic director will investigate.

5.4.1 The investigation may include, but is not limited to, reviewing relevant documents or video recordings, communicating with the instructor or student, or communicating with other students or staff as necessary.

5.4.2 The College will treat any complaint as alleged during the investigation process.

5.4.3 This investigation will begin within five (5) business days of the complaint's receipt.

5.4.4 The investigation will be completed by the close of business on the fifteenth (15th) business day after the receipt of the complaint.

5.4.4.1 Confirmation of the instructor's decision or any changes deemed necessary by the appropriate academic program director regarding allegations related to a single alleged violation within a single course will be communicated to the instructor and student through college-assigned email accounts.

5.5 As part of the incident review process, the appropriate academic director will examine FORM-3225-02: Academic Code of Conduct for Academic Students Incident Tracking to determine if this violation is the student's first violation on record. If it is determined that the incident is not the student's first violation, the academic director will initiate the steps outlined in this procedure regarding multiple violations.

5.6 Multiple violations of NPRC-3225: Academic Code of Conduct for Academic Students will result in progressive disciplinary action which may include recommendation for suspension or expulsion from the College. The investigation will follow the procedure and timeline outlined here and will be completed by the close of business on the fifteenth (15th) business day after the receipt of the complaint.

5.6.1 The appropriate academic director shall review all relevant information associated with the current allegation and any other relevant recorded incidents.

5.6.2 Following the investigation, the appropriate academic director 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 to the instructor and the student through college-assigned email accounts.

5.7 Appeals regarding the academic director's decision may be made to the Vice President of Academic and Student Affairs (VPASA) by providing a written statement through college-assigned email explaining the complaint, the decision, and the justification for requesting an appeal. This written statement must be provided by the student within five (5) business days following the issuance of the decision.

5.7.1 Appeals can be made under the following circumstances:

5.7.1.1 A procedural error or omission occurred that significantly impacted the outcome of the hearing;

5.7.1.2 Presentation of new, unknown, or unavailable evidence that was not previously considered that could substantially impact the original finding or sanction; or

5.7.1.3 The imposed sanctions fall outside the range of sanctions designated for the offense.

5.7.2 The VPASA will conduct an investigation that includes, but is not limited to, reviewing relevant documents or recordings, or communicating with involved parties as necessary. The investigation will conclude, and a decision regarding the appeal will be communicated to the academic director, instructor, and student through college-assigned email accounts within ten (10) business days. This decision is final.

5.8 Upon completion of the process outlined in this procedure, the appropriate academic director will record the outcome by completing FORM-3225: Academic Code of Conduct for Academic Students Incident Tracking.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1010: Policy Review Schedule.

7. APPROVAL

Name

Title

Date

Revision Notes: Procedure in Origination