



## **Behavioral Code of Conduct for Students**

### **1. PURPOSE**

This procedure establishes the guidelines for the investigation and adjudication of alleged violations of NPRC-3235: Behavioral Code of Conduct for Students at Northern Pennsylvania Regional College (“NPRC” or the “College”).

### **2. APPLICABILITY**

This procedure is applicable to all academic and workforce development students enrolled in course(s) at the College. Academic and workforce development students are referenced collectively as students within this procedure when possible.

### **3. ASSOCIATED POLICIES AND DOCUMENTS**

- 3.1 CLDR-1010: Policy Review Schedule
- 3.2 NPRC-3235: Behavioral Code of Conduct for Students
- 3.3 NPRC-3237: Suspension and Expulsion
- 3.4 FORM-3235-01: Behavioral Code of Conduct for Students Online Complaint
- 3.5 FORM-3235-02: Behavioral Code of Conduct for 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-3235: Behavioral Code of Conduct for Students:
  - 5.1.1 Within five (5) business days of an allegation or observation of an alleged violation, a Complainant shall complete FORM-3235: Behavioral Code of Conduct for Students Online Complaint, providing written documentation of the incident and copies of any relevant documents, recordings, or other records related to the allegation.
- 5.2 The Director of Student Services is responsible for investigating and adjudicating alleged violations related to academic students.

- 5.3 The Director of Workforce Development is responsible to investigating and adjudicating alleged violations related to workforce development students.
- 5.4 After reviewing FORM-3235: Behavioral Code of Conduct for Students Online Complaint, the Director of Student Services or Director of Workforce Development, as applicable, will investigate.
- 5.4.1 The investigation may include, but is not limited to, reviewing video recordings or relevant documents, communicating with the Complainant or Respondent, or communicating with other individuals as necessary.
- 5.4.2 The investigation will include an examination of FORM-3225-02: Academic Code of Conduct for Academic Students Incident Tracking to determine if this alleged violation is part of a repeated pattern of behavior for which progressive disciplinary action is warranted.
- 5.4.3 The College will treat any complaint as alleged during the investigation process.
- 5.4.4 The investigation will begin within five (5) business days of the complaint's receipt.
- 5.4.5 The investigation will be completed, and its conclusion communicated to all involved parties through college-assigned email accounts, by the close of business on the fifteenth (15<sup>th</sup>) business day after receipt of the complaint.
- 5.5 If the Respondent is found to be in violation of NPROC-3235: Behavioral Code of Conduct for Students, disciplinary action may include recommendation for expulsion from the College as detailed in NPROC-3237: Suspension and Expulsion or other sanctions, including, but not limited to, exclusion from course(s), class meeting(s), education program(s) or related educational activity(ies), or college-sanctioned event(s).
- 5.6 Appeals regarding a decision of the Director of Students Services may be made to the Vice President of Academic and Student Affairs (VPASA).
- 5.7 Appeals regarding a decision of the Director of Workforce Development may be made to the Vice President of Strategic Initiatives and Outreach (VPSIO).
- 5.8 Appeals may be made by providing the applicable Vice President with a written statement through college-assigned email explaining the complaint, the decision, and the student's 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.
- 5.8.1 Appeals can be made under the following circumstances:
- 5.8.1.1 A procedural error or omission occurred that significantly impacted the outcome of the hearing;

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

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

5.8.2 The VPASA or VPSIO as applicable will conduct an investigation that includes reviewing relevant evidence or communicating with involved parties as necessary. The investigation will conclude, and a decision will be communicated to all involved parties through college-assigned email accounts, within ten (10) business days of receipt of an appeal. This decision is final.

5.8.3 Upon completion of the process outlined in this procedure, the Director of Student Services or Director of Workforce Development will record the outcome by completing FORM-3235: Behavioral Code of Conduct for 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