



Academic Student Handbook

1. PURPOSE

This policy statement outlines the guidelines for the creation, maintenance, and dissemination of the Academic Student Handbook at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy applies to all students enrolled in Academic programs at NPRC, hereafter referred to as students.

3. REFERENCES

3.1. CLDR-1310: Policy Review Schedule

3.2. INDX-1310: Master Policy Index

3.3. HDBK-3705: Student Handbook

4. DEFINITIONS

4.1 The Academic Student Handbook is an official document that outlines student rights, responsibilities, institutional policies, and procedures affecting student life and conduct at NPRC.

4.2 Student Services refers to the department responsible for coordinating student support services and resources at NPRC.

4.3 A student is any individual enrolled in any course(s) of instruction by NPRC.

4.4 Employee refers to any individual serving the College in a full-time or part-time capacity, including administrators, faculty, and staff.

5. POLICY

5.1 The Academic Student Handbook has been developed as a comprehensive, centralized resource for students, providing clear guidance on student expectations, College policies, procedures, and available support services.

5.2. The Academic Student Handbook includes, but is not limited to:

5.2.1. Academic and behavioral policies and procedures;

- 5.2.2. Student rights and responsibilities;
- 5.2.3. Campus Safety Report (ASR), Title IX, and conduct policies;
- 5.2.4. Institutional resources and support services;
- 5.2.5. Complaint and grievance procedures.
- 5.3 All students are expected to review and abide by the contents of the Academic Student Handbook.
- 5.4 Statements in the Academic Student Handbook do not constitute a contractual obligation by NPRC. The College reserves the right to update the Student Handbook without prior notice.
- 5.5 The Academic Student Handbook will be revised as necessary to reflect changes in institutional policies, state and federal regulations, and best practices in Student Services.
- 5.6 Updates made to the Academic Student Handbook during the academic year will be made available through an Addendum published on the NPRC website.
- 5.7 The online version of the Academic Student Handbook, including any addenda, is considered the most current and official version.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Students are responsible for reviewing and understanding the contents of the Academic Student Handbook and for complying with the policies therein.
- 6.2 NPRC employees, particularly those interacting with students, are encouraged to become familiar with the Academic Student Handbook to assist students effectively.
- 6.3 Student Services is responsible for maintaining the Academic Student Handbook and ensuring its accessibility to students and employees.
- 6.4 The Vice President of Enrollment and Student Services, or designee, is responsible for overseeing the administration of this policy.
- 6.5 The Director of Marketing and Public Relations, or designee, is responsible for publishing the Academic Student Handbook and any related addenda.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with INDX-1310: Policy Review Schedule.

8. SIGNATURES

Signature on file

06-13-2025

Chairperson, Board of Trustees Date

Signature on file

06-13-2025

President

Date

Revision Notes: Policy in Origination