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Student Services

Northland Pioneer College offers a variety of student-support services designed to assist you in the pursuit of your educational and life goals.

Academic Advising

Academic advisers are available at every campus and center and online to provide valuable guidance on how prospective, current and former students can reach educational and career goals. Advisers can then help you match those goals with program offerings for various career fields or university transfer and develop a degree plan.

Advisers can provide assistance in a variety of areas, including:

- Educational planning, including degree or certificate plans;
- Evaluating results of placement testing;
- Selecting and registering for classes;
- Obtaining forms, including transcript requests and graduation application;
- University transfer assistance;
- Processing petitions and appeals;
- Utilizing alternative learning options;
- Receiving VA benefits;
- Providing information about financial aid, scholarships, and work study opportunities;
- Adult education and GED testing;
- Information about student activities.

Prior to registering for classes, a student should meet with an academic adviser to discuss career and educational goals. Together you'll develop a *Degree Plan*, which lists the courses needed to reach those goals. Your adviser will give you a copy of your plan and degree checksheet, based on your applicable catalog (see page 72). This ensures the classes you complete will apply toward your degree or certificate.

A *Degree Plan* is also needed for financial aid and scholarship applications.

You Must Declare a Degree/Major

Registration will be blocked for students who have earned 12 or more credit hours and have not declared a degree or major. The "advisement hold" gives students an opportunity to plan classes, ensuring they are on the right path toward a major(s), and allows the adviser to check student academic progress. Only after the student has met with their academic adviser will the hold be removed to register for classes.

Students are strongly encouraged to meet with an adviser at the earliest opportunity to avoid registration concerns.

Advisers Contact Information/Phone Numbers

Adviser's schedules vary by location to accommodate meeting with students during day and evening hours. For a list of adviser's phone numbers, please refer to page 9 of this Catalog, or visit www.npc.edu/academic-advising.

Admissions

All new students must submit an Enrollment Form. If you have previously attended NPC, but never completed an *Admission Form*, you are asked to do so to verify your student information. NPC has an open admissions policy. High-school-age students, 14 and above, may enroll in NPC classes. Contact the Records and Registration Office or an academic adviser for details.

Falsification of any admission material or official college records may be cause for denial or cancellation of admission.

The **Records and Registration Office** is responsible for the following areas:

- Admissions (forms and admission letters)
- New Mexico waivers
- International student admissions
- Student records, including transcripts and grades
- Graduation certification

Alternative Education Services

Northland Pioneer College seeks to expand the access of its students to a broad array of educational opportunities via the following specialized programs and services.

Alternative Learning

Students may receive credit through a variety of means other than in-district course completion or transfer of credits from a regionally accredited institution. Those other means include the following, as permitted by the NPC District Governing Board:

- Credit by Evaluation
- National Standardized Examinations
- Departmental Credit by Examination

Alternative Education Services *Continued*

- Departmental Credit by Evaluation
- Transfer Courses (Nonaccredited Institution)
- Articulated Equivalent Course(s)

Once awarded, the institution to which a student transfers may handle acceptance of such credits upon transfer differently. The following describes details on obtaining credit by these other means, through NPC's Alternative Learning Program:

1. EVALUATION OF PRIOR LEARNING

To receive credit for prior learning, the student must provide evidence of the quantity and quality of the learning that has been achieved. The nature of this documentation varies depending on the topic or skill, but generally includes certificates of completion for noncollege courses in the private, government or military sectors. Additionally, the student must provide documentation of course content and classroom hours.

Students interested in the evaluation of their prior learning should first meet with an NPC academic adviser. This is necessary to receive a general overview of the options and processes that may need to be followed for any individual student's situation.

2. COLLEGE LEVEL EXAMINATION (CLEP) and ADVANCED PLACEMENT (AP) TESTING PROGRAM CREDIT

Credits awarded through CLEP/AP may be used at NPC to count toward the student's degree program including general education, major, and elective requirements. The student does not have to take additional courses to replace the credits for which s/he qualified by CLEP/AP examination in order to accumulate 64 hours for graduation.

NPC establishes acceptable test scores for the awarding of credits based on recommendations from American Council on Education (A.C.E.) and/or the state articulation agency for each discipline. Please see an academic adviser for minimum scores.

The acceptance of prior learning credits or CLEP/AP examination credits may be handled differently by the other institution upon transfer. Students desiring to use such credits at other institutions are advised to check the policies of each institution. Normally a fee is charged for posting credits earned through Alternative Learning.

The CLEP/AP examination credits are not used in computing the student's subsequent grade-point average. Credits are posted on the student's transcript. A maximum of 30 semester hours of CLEP/AP credit may

be used at NPC toward the associate degree requirements.

Specific information concerning CLEP/AP subject and general exams, equivalent NPC courses, acceptable scores, and the number of credits that NPC awards for each test is available from the alternative learning evaluators. Visit NPC's home page under the Student Services heading and click on Academic Advising to find a list of the alternative learning evaluators.

Credit will not be awarded twice in the event a student has met a specific NPC graduation requirement through NPC course credit or another institution's transferable credit and the student is also eligible for the same credit through CLEP/AP test scores.

Students desiring to use CLEP/AP scores for satisfying requirements at institutions other than NPC are advised to check the CLEP/AP policies of those specific institutions. Each institution reserves the right to set scores for passing, as well as which tests they accept as testing over the equivalents of their courses. It is possible that passing scores may be higher or lower at other institutions. CLEP/AP scores, not necessarily courses, transfer for use between institutions and may be treated differently by the receiving institution.

3. CREDIT BY EXAMINATION

Credit by examination through NPC Departmental Examination will only be available in subjects for which CLEP is not available and for which testing arrangements can be made. Credit by Departmental Examination testing may not be available for all subjects.

An appropriate fee must be paid for the type of credit by examination selected as stated in the tuition and fees schedule included in the *NPC Class Schedule*.

Credit will not be awarded both for credit by examination and equivalent courses taken. In the cases where credit is available for the same course from multiple sources, NPC reserves the right to determine which of the credits will be used toward NPC graduation requirements.

Notification of credit award (or nonaward) by examination will be sent to the Records and Registration Office, and the student.

4. TRANSFER COURSE CREDIT

Transfer credit from nonaccredited postsecondary institutions may also be awarded if NPC is satisfied that such credits represent equivalent or higher level work and other measures of the quality of the work completed are evident. This provision includes private-for-profit postsecondary institutions, postsecondary

Transfer Course Credit *Continued*

institutions operated under the auspices of an Indian tribe, and credit recommendations from the American Council on Education for noncollege sponsored training and experiences.

5. INDIVIDUALIZED LEARNING CONTRACTS

The Individualized Learning Contract provides a method of independent study through learning objectives, individualized activities and appropriate methods of evaluation to verify the objectives have been achieved.

A student completes a Learning Contract Application in consultation with an academic adviser. If approved by the appropriate division dean/director, the division dean/ director will develop the course, and arrange for a NPC faculty member to act as a resource person and evaluator, while the student completes the contract.

Credit is awarded for the completion of learning contracts when the instructor has received evidence from the student that learning objectives have been achieved.

Students assigned the 'I', or "Incomplete," grade at the end of a semester for a learning contract enrollment must complete the learning contract within the initial grade policy time limit. After that time, any 'I' grade will be converted to an 'F.'

6. DUAL ENROLLMENT

Many area high schools offer dual enrollment classes to their students through an agreement with NPC. Dual enrollment classes allow students to earn college credits for certain classes offered at the high school before they graduate from high school. Students can get a head start on college through dual enrollment. Occupational classes are accepted for credit at all state community colleges. Academic courses are accepted for credit by all state community colleges and state universities. For further information about dual enrollment, contact the Special Programs Office at (800) 266-7845, ext. 6272.

7. VOCATIONAL HIGH SCHOOL DISTRICT

Northland Pioneer College partners with several area vocational high school districts, including Northern Arizona Vocational Institute of Technology (NAVIT) and Northeast Arizona Technological Institute of Vocational Education (NATIVE) to provide career-training courses. Students earn both high school and community college credits. Contact an NPC academic adviser or area high school counselor for enrollment requirements.

8. INTERNSHIP EDUCATION

Internship Education is an option that allows the student to integrate college coursework with work experience in business, government and industry. Through the use of formalized "Learning Objectives" established at the beginning of each semester, the intern student earns college credits that may be applied to degree requirements. Some college departments have mandatory internships with regiments specific to the program.

The career services coordinator helps coordinate the Internship Program. This program is an option for employed adults who wish to gain additional skills for advancement as well as college credits. Internship Education is not a course of study, but rather the laboratory component of various NPC programs.

9. ARIZONA STATE PRISON COMPLEX

NPC partners with the Department of Corrections to provide vocational and postsecondary education to inmates of the Arizona State Prisons located in Winslow and Apache County. Most programs are open-entry, enabling continuous student enrollment. Vocational courses are offered throughout the calendar year ensuring students the opportunity to complete their educational or training goals.

Online Bookstore

NPC has partnered with eCampus, allowing students to purchase their discounted textbooks online 7 days a week, 24 hours a day. The NPC Online Bookstore can be accessed through the NPC website, www.npc.edu/online-bookstore. Purchases are delivered right to your home. **Shipping may take 4 to 10 business days. NPC encourages students to order textbooks 2 to 3 weeks before classes begin to ensure students have their books prior to the beginning of the semester. If you receive mail at a Post Office Box, your textbooks can only be shipped via USPS. For more information, follow the Online Bookstore link under Student Services on the home page of www.npc.edu.**

Electronic textbooks (eTextbooks):

The NPC Online Bookstore will offer eTextbooks on selected titles. You will have access to one of two forms of eTextbooks, an online version and a downloadable version. The online version can be accessed from any computer connected to the Internet. The downloadable version requires free software to be loaded to a specific computer and will only be accessible from that computer. eTextbook purchases are not eligible for return or refund under any circumstances.

Rent textbooks:

Students can rent selected textbooks for a semester or set period of time. Additional days can be added to the rental period if needed. At the end of the rental period, log in to your NPC Online Bookstore account, using your username and password, to print a free postage-paid mailing label. **Rental books can also be returned at the on-site buyback.** Book rental can be paid with a major credit card or e-Cashier Payment Plan agreement, but a major credit card **MUST** also be provided. A second email address is required, such as your student email.

How to place book orders:

After registering for classes, students can go to the NPC Online Bookstore for their books. First, click "Order Textbooks," then select the semester in which you are enrolled. Select the "Department" for your course, then select your course by its number, e.g., ENL 101. Click "Select." When finished adding all of your courses, click the green box, "View Textbooks." Students may have the option to purchase a new or used textbook. On selected titles an eTextbook or rental option for textbooks may appear. Students will receive a 5% discount on all textbook purchases.

How to pay for books:

Students can pay with a major credit or debit card, check, money order, or the deferred e-Cashier Payment Plan. **A down payment will be required for textbooks purchased using e-Cashier.** Students who wish to use the e-Cashier Payment Plan can add the cost of textbooks to their agreement. Students may register for classes first then sign up for e-Cashier Payment Plan. Students can also sign up for e-Cashier Payment Plan before registering for classes, for books only or classes and books.

Don't have a credit card?:

Students who do not have a credit card can pay for books via check, money order, or deferred e-Cashier Payment Plan.

Don't have access to Internet?:

Students without Internet access may go to any NPC campus or center during normal business hours to order textbooks using an NPC computer. Students may also call NPC Online Bookstore directly through the toll free number, by mail or send a fax to place an order. Students need to know the specific course number of the classes they are taking when contacting NPC Online Bookstore directly.

Phone: (877) 284-6744 • Fax: (859) 414-6814

Mailing Address: NPC Online Bookstore
2373 Palumbo Drive, Lexington, KY 40509

Book buyback:

Through the NPC Online Bookstore, students can sell back their textbooks 24 hours a day, 7 days a week. Click the "Sell Your Books" button; enter the ISBN number from the back of the textbook and an instant quote for the textbook will appear. Buyback shipping is FREE! Print a postage-paid mailing label, send textbooks to the NPC Online Bookstore and receive a check in the mail!

Students will also be able to receive cash for books during on-site buyback days, which will be held at designated campuses and centers at the end of the fall and spring semesters. Rental books can also be returned at the on-site buyback. (See www.npc.edu/online-bookstore for dates and locations.) Students who sell back books both online and on-site will receive premium buyback prices for any book being reused by NPC the next semester.

Shipping:

Textbooks are shipped directly to your home address. Please allow 4 to 10 business days for shipping. If you receive mail at a Post Office Box, books must be shipped via USPS.

Career Services

NPC offers career assessment and information, employment skills preparation, and an on-line job board for students, alumni, and community members. Several career fairs are also offered throughout the year. Career Services can be contacted for the following additional services:

Internships

NPC offers students the opportunity to participate in an internship program which provides practical training and experience while working in the community. Internships provide opportunities for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts, and possibly gain college credit.

Career Assessment and Information

Career assessment for undecided and career transition-seeking students allows students to explore career options, interests, values and skills. Individual assessment, resume writing preparation, jobs search skills assistance consultation available on one to one basis.

NPC Online Job Board

Career Services provides job seekers access to NPC's Online Job Board to post resumes and search career opportunities with public, private and nonprofit organizations. Local employers also contact the Career Services website with employment opportunities in many area communities. Available positions are posted on NPC's campus/center bulletin boards and the online job board, accessible through the NPC website at www.npc.edu/careerservices.

On-Campus Student Employment

Part-time job opportunities offered through individual departments are posted on NPC's on-line job board.

On-campus (Federal Work-Study) positions are coordinated in cooperation with the Financial Aid Office and are posted on NPC's on-line job board.

Developmental Services

The Learning Cornerstone (TLC)

The Learning Cornerstone (TLC) provides students a variety of support services for academic success. Courses are generally offered in a multi-course lab environment and often include small group instruction. Students attend one or more instructor-supervised labs weekly for each course and are encouraged to attend the lab as frequently as possible for maximum progress.

The following programs are available through TLC:

New Readers Program

Provides individualized one-on-one instruction for adult new readers. College tutors, under the supervision of The Learning Cornerstone faculty, assist students.

Basic Education

Provides basic literacy and mathematics instruction for students with limited educational backgrounds.

Developmental Literacy

Provides (a) continuing literacy and mathematics instruction for students who have completed Basic Education and (b) review and practice for students who wish to enter the GED Preparation program.

GED Preparation

Provides courses focused on preparing for the GED and a pre-testing orientation, including the Official GED Practice Tests. TLC staff reviews practice test results and makes recommendations for study and/or testing strategy.

Skills Enrichment

Courses review and develop skills prerequisite to college coursework. They provide a refresher for mature students re-entering the educational system and/or the workforce.

College Success

Students develop skills to succeed with college and university learning. Contents include pre-algebra, pre-college writing, pre-college reading, critical reading, vocabulary development and study skills. Reading and study skills courses are especially recommended for students beginning long-term degree programs. (Check with an academic adviser.)

The following support services are available:

Student Writing Centers

Note: You must complete a brief orientation to use the resources of the Student Writing Center.

The Student Writing Center (SWC) is staffed by Learning Assistants who provide free help to NPC students completing writing assignments, research projects and resumes. The SWC provides access to computers, word processing programs and printers. The Learning Assistants can help you focus on a topic, organize your points and suggest general improvements to your document. Learning Assistants orient you to the SWC's helpful tools and references that enable you to improve and complete your assignment. Contact your campus or center for SWC location and hours.

Developmental Services Continued

Learning Assistants

Learning Assistants provide college placement testing and TLC placement. They provide tutoring and learning assistance for TLC students.

TLC courses are aligned to the Arizona Adult Education Standards.

Adult Basic Education

The Adult Basic Education Program (ABE) provides ABE Tuition to students who are seeking a GED. The scholarship is designed to provide public access to adult basic education through The Learning Cornerstone (TLC) courses. ABE scholarships pay for tuition and fees for qualifying courses and are offered to students meeting eligibility criteria on a first-come, first-served basis.

For more information, please contact **Developmental Services**, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025; (800) 266-7845, ext. 6536.

Disability Resource and Access Office

Northland Pioneer College is committed to ensuring that all of its students are provided equal access to a quality education and complies with all federal regulations with regard to nondiscrimination of persons with disabilities. Eligible students with properly documented disabilities will be provided reasonable and appropriate accommodations to instruction and services.

Students seeking accommodations are required to contact the office of Disability Resource and Access (DRA) as early in the registration process as possible. Failure to do so may result in a delay or limitation of services.

All accommodations considered will be based upon the documentation provided to the DRA office by the student and will be implemented after consultation with the student on a case-by-case basis. In all cases, it remains the responsibility of the student to provide the DRA office with all necessary and required documentation.

Disclosure of Required DRA Documentation

Students seeking accommodations must provide the Disability Resource and Access Office with the following:

1. **Proof of Admission** or intent to be admitted to Northland Pioneer College.
2. **Proof of Disability**
 - a. Provide an evaluative report describing functional limitations or medical information certifying a qualifying disability.
 - b. Include evidence that the evaluator has the professional credentials and/or specialized training, which qualifies him or her to offer a diagnostic determination.

In accordance with the Americans with Disabilities Act, the accommodations made for the benefit of students with disabilities must, at all times, be reasonable. A “reasonable accommodation” is one which enables access to students with disabilities under the following circumstances:

- The accommodation will not fundamentally alter the program in terms of its educational standards and expectations; and,
- The accommodation will not result in undue instructional, financial or administrative burdens on other students or on the college as a whole.

Disability Resource & Access application forms are available on www.npc.edu/DRA_Application.

The Disability Resource & Access Office serves the entire college district from offices on the White Mountain Campus in Show Low. The telephone number is (800) 266-7845, ext. 6178. [TDD service for the hearing impaired is (928) 537-2030]; Fax: (928) 532-6199.

How to Keep Informed

If an emergency occurs on campus, you want to know about it right away. Northland Pioneer College employs the RAVE Emergency Text Messaging System to send text or voice messages to subscriber's phones and/or email addresses.



This system will be activated when:

- a severe weather warning is issued for the immediate area surrounding any of the campuses.
- a major chemical spill occurs on or near campus.
- a major criminal event resulting in, or having potential to result in, widespread personal injury occurs on campus.
- anytime a NPC campus will be closed due to a weather-related emergency.
- a Campus Crime Alert is issued.
- other occasions as deemed appropriate by college officials.

An "All Clear" text message will be sent when the situation has been resolved.

Any faculty member, staff member, or NPC student can sign up for this service by logging onto "MyNPC" and signing into the RAVE portlet. More than one phone number may be added by the user, to provide NPC emergency notifications to family members or other interested parties.

Check your RAVE information

Make sure your NPC RAVE Notification information is current. To check on the status of your RAVE account, log in to "MyNPC" and then on the bottom right section of the welcome (home) page you will see a box labeled "RAVE User Portlet," or directly to "https://mynpc.npc.edu/ICS/Welcome_Back.jnz?portlet=Rave_User_Portlet."

Within the box, you will see a subsection with *email*, *mobile phones* and *voice only line* contacts (home phone). If there is nothing in the box, that means you are not signed up for the NPC RAVE Notification system and you will need to do so if you want to be on the RAVE notification system. If your listed information is wrong, just go to the update tab located at the bottom of the RAVE box and it will enable you to update your information.

It is recommended students enter at least a cell phone number as NPC will use text messages for emergency notifications. If something were to happen on campus while you were there, it wouldn't be of much help to call your

home phone. If you receive email on your cellphone on another account instead of your NPC email account then list that email also.

Know Where To Find Emergency Information

The NPC homepage, www.npc.edu, will have the most current information in an emergency.

In Case of Crisis App

Download the **FREE** *In Case of Crisis-Education* App from your App Store for specific information about what to do in a variety of emergency situations.

Area Emergency Information

For information regarding area-wide emergencies in southern Navajo and Apache counties, you can call **311** from any Frontier landline phone. From a CellularOne of Northeastern Arizona phone, dial ***311** (star) when in the home coverage area. Verizon customers can dial **#311** (pound). From other cell or non-Frontier system phones, call **(928) 333-3412**. Long distance charges may apply.

You'll receive information about prescribed burns, smoke conditions, and other emergencies. **DO NOT CALL 9-1-1** unless you have an actual emergency.

You can also get updated information on the web at:

- www.311info.net
- www.facebook.com/593info
- <https://twitter.com/593info>
- inciweb.org
- www.azein.gov (for statewide reports)
- Arizona road conditions www.az511.com or call 511

Weather Emergencies

Closing/Cancellation at a Center/Campus

If weather conditions or other emergencies force the closure of an NPC campus or center, an announcement will be made over radio stations serving the affected area. The notice will also be posted on the college's website, www.npc.edu, and RAVE, which can send notifications to students and staff via land line, cell phone, email or text message.

The decision to close an NPC facility will be made by the Vice President for Learning and Student Services, based on information from local law enforcement and NPC personnel. Instructors may cancel individual classes with the permission of the department dean. When time permits, students will be notified by phone of individual class cancellations. Students are responsible for making up any missed work.

Weather Emergencies Continued

General Principles

1. Short of a two-county disaster area being declared, the college as a whole rarely closes because of weather. If such a disaster occurs, the decision to close will be made by the college president.
2. In the event of a very severe weather situation, an individual campus or center might be closed for a period of time. If such a situation occurs, a decision to close a center or campus will be made by the Vice President for Learning and Student Services (VPLSS). If the VPLSS is not available, the Vice President of Administrative Services will make the decision.
3. In the event of severe weather conditions, classes may be cancelled for a period of time at a specific center or campus. Any decision to cancel classes at a specific location will be made by the Vice President for Learning and Student Services. If the VPLSS is not available, the Vice President of Administrative Services will make the decision.
4. As a general rule, classes will not be cancelled, so faculty and students need to exercise judgment regarding travel to campuses and centers for classes in severe weather conditions.
5. If a class is missed because of weather conditions, it needs to be made up. If a faculty member is unable to teach a class, he or she must call the appropriate academic dean/director and the campus/center office as soon as possible to let them know. If possible, the campus office will notify students of the faculty member's class cancellation to forestall an unnecessary trip to the campus/center by the students.

Reporting Emergencies

Designated campus/center managers (listed at each center) handle emergencies, and collect and distribute the following information:

1. Who made the call: name, classification (student, townspeople, faculty, etc.)
2. What is the nature of the call: report of theft, fire, etc.
3. Where did it happen: in the building, if so which one, etc.
4. When did it happen: date and time if known.
5. When was local fire/police or medical personnel advised?
6. When was president or member of president's staff advised of the situation?

Other pertinent information such as witnesses of the event, etc. and action taken if any. Sign the report.

[NPC Procedure #2510, based on Policy #1310]

Campus/Center Security Information, Policies

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 102, the Northland Pioneer College provides an annual security report, posted online at www.npc.edu/about-npc/campus-security.

In addition to annual crime statistics, links are provided to the college's security plan, alcohol and drug policy, and procedure for reporting crimes on college facilities.

Written copies of the annual report are available from the office of the Vice President for Learning and Student Services, (800) 266-7845, ext. 6141.

Financial Aid Information

NPC offers a range of federal, institutional and private financial aid for students who need assistance in meeting the costs associated with a college education. Financial aid is provided in the form of scholarships, grants and employment.

NPC's *Financial Aid Procedure Manual* serves as the guiding document for the administration of aid. A student has the right to know the information provided in the manual that is available at the Financial Aid Office.

The purpose of financial aid is to assist students and their families who have documented need with educational expenses, such as tuition and fees, books and supplies, room and board and transportation when their own resources are inadequate to cover such costs. However, the primary responsibility for financing a college education lies with the student and his or her family.

Students are encouraged to apply **EARLY** for financial aid assistance as it generally takes **four to six weeks** to review and process financial aid requests. Late applicants are required to make payment arrangements at the time of registration.

What is a "Priority Deadline"?

A priority deadline is the date by which students need to have submitted their online FAFSA application AND provide any other required documents to the NPC Financial Aid Office. This allows sufficient time to determine your award. Priority deadlines are set for every semester. The submission of a financial aid application does not guarantee the award of financial aid money.

Semester	Priority Deadline
Fall	April 15
Spring	October 15
Summer	March 15

Inquiries regarding financial aid should be directed to the Financial Aid Office, Tawa Center, Painted Desert Campus, 2251 E. Navajo Blvd. in Holbrook or by mail to Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025, phone (800) 266-7845, ext. 7318 or email financialaid@npc.edu.

Steps to Apply for Federal Student Aid

Step 1: Apply for a PIN:

Apply for a Personal Identification Number (PIN) at www.pin.ed.gov. Your PIN is provided by the U.S. Department of Education. Sign your FAFSA with your PIN. If you are providing your parents' information, one parent must also apply for a PIN.

Step 2: Gather the following information:

Your social security number and your parents' social security numbers (if you are providing your parent information); Alien Registration Number if you are not a U.S. citizen; you and your spouse's (parents' if you are providing your parents information) most recent Federal Tax Return Transcript (available at www.irs.gov or by calling (800) 908-9946), and all W-2s, untaxed income, such as child support, living allowances paid to member of the military, clergy, Veteran's Non-educational Benefits, etc.; information on savings, investments, and business and farm assets.

How do I know if I'm an independent student?

If you answer **Yes** to any of the following questions:

- Were you born before January 1, 1991?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the 2014-2015 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2014 and June 30, 2015?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2015?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- At any time on or after July 1, 2013, did your high school or school district homeless liaison determine

Steps to Apply Continued

that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

- At any time on or after July 1, 2013, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2013, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Step 3: Begin filling out your FAFSA:

The Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA (for continuing students), must be completed each school year at <https://fafsa.ed.gov/>. NPC's school year is Fall 2014, Spring 2015 and Summer session 2015. NPC's Federal School Code is 011862.

When will I receive the FAFSA results?

Results are received in the form of a Student Aid Report (SAR). If you applied online, you should receive this in approximately one week. Keep the SAR for your records and review the information carefully. The Financial Aid office will receive the information electronically at about the same time you receive your SAR.

Step 4: Check your FAFSA status online:

You may check your status of a submitted FAFSA, make corrections to your FAFSA if needed, or print a signature page if you did not use your PIN. All unsigned FAFSA applications are held by the Federal Processor for 14 days; after 14 days the Financial Aid Office will be notified. An unsigned FAFSA will delay the student's financial aid process.

Assistance with Financial Aid Application

Assistance in completing the FAFSA form is available from an academic adviser located at each campus/center, or by contacting the Financial Aid Office.

Financial aid forms are available from the Financial Aid Office, at each academic advising office or online at www.npc.edu/financial-aid-forms.

Federal Student Aid Programs

NPC participates in the following federal financial aid programs as authorized under Title IV of the Higher Education Act of 1965 as amended:

1. The **Federal Pell Grant** is the foundation of all aid consideration. The grant is designed to assist students with documented need who have not earned a bachelor's degree. If the student is eligible for a Federal Pell Grant and meets the priority deadline, he or she will be considered for other types of financial assistance.

New Limit on Federal Pell Grant Eligibility. Effective, July 1, 2013, students are now limited to 12 full-time semesters (or 600%) of Federal Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where a student received their first Federal Pell Grant. Students who have received 600% Federal Pell Grant as of 2011-2012 will no longer be eligible to receive a Federal Pell Grant beginning in the Fall 2012 semester and thereafter. You may view your percentage of Federal Pell Grant used by logging into NSLDS.ed.gov. Your "Lifetime Eligibility Used" percentage will be displayed in the "Grants." Additional information is available online at www.npc.edu/lifetime-pell.

2. A **Federal Supplemental Educational Opportunity Grant (FSEOG)** is an award designed to assist exceptionally needy students with college education costs. FSEOG recipients are generally Pell eligible students who demonstrate exceptional financial need.
3. The **Federal Work Study (FWS)** program offers students with financial need an opportunity to earn money working on a job at the college or at certain off-campus agencies while attending classes. In addition to earning funds for college costs, FWS offers students the opportunity to gain experience and develop references for future employment.

Please note that NPC does not participate in any Federal student loan programs, including Stafford, PLUS, FFELP, Perkins and Direct loans.

4. The **Arizona Leveraging Educational Assistance Partnership (AzLEAP)** establishes a state and institutional partnership to provide student financial assistance in the form of need-based grants to low-income Arizona resident students who are enrolled at half-time (6-8.9 credit hours) or more credit hours. [Contingent upon Arizona State funding.]

Financial Aid Information Continued

Student Financial Aid Eligibility

Requests for financial assistance will be based on the following selection criteria:

1. A student must be degree-seeking in an eligible NPC degree or certificate program. Lists of eligible degree and certificate programs approved by the U.S. Department of Education are available from academic advisers, Financial Aid Office or **MyNPC**. Applicants must file a degree plan through their academic adviser; the plan must be on file in the Financial Aid Office;
2. Federal methodology calculations and the FAFSA form determine need-based financial aid. Students must have documented financial need as prescribed for federal aid programs;
3. Preference will be given to applicants whose financial aid file is completed by the priority deadline;
4. Students must possess a high school diploma that is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or appropriate state educational agency or certificate of equivalency (GED). Home school students are required to submit their official home school transcript to the Financial Aid Office to determine if requirements are met.
Effective with the 2012-2013 award year, students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Such students can no longer become eligible by passing an approved “ability-to-benefit” test or by satisfactorily completing at least six credit hours of college work that is applicable to a degree or certificate offered by the student’s postsecondary institution.
5. A student must make Satisfactory Academic Progress (SAP) toward the completion of an NPC degree or certificate;
6. An individual must meet the appropriate citizenship requirements as defined by federal regulations; and
7. Must be registered with Selective Service, if required.

Verification Process

The Financial Aid Office is required to verify that information provided by the student, spouse (and/or parents’) on the FAFSA form is complete and accurate, under the Federal Financial Aid Program rules (34 CFR, Part 668). Applicants are required to verify household size, number in college, high school diploma, certificate of

equivalency (GED) or home school requirement as well as the following income: tax income, certain types of untaxed income and benefits, such as Social Security benefits, child support, IRA/Keogh deductions, foreign income credit, earned income credit, interest on tax-free bonds.

Students are required to provide all requested documentation to the Financial Aid Office to be considered for financial aid assistance. All requests for information should be supplied before the priority deadline to ensure prompt completion and review of the student’s request for assistance. Individuals who neglect to comply with requests for information will not be considered for financial aid until their file is complete. Students should periodically check with the Financial Aid Office or **MyNPC** to verify completion of their file and to ensure timely processing of financial aid.

NPC Scholarships

NPC offers scholarships to help qualified students with college costs. NPC attempts to assist both the academically talented and students emphasizing a particular program.

Scholarship Search Website

NPC scholarships, local and national including merit and non-need based scholarships are listed at the NPC website at www.npc.edu. Select the scholarship search link to begin your search. Students should review the application process including deadlines and scholarship requirements before applying. Incomplete applications are not accepted.

Other Scholarship Award Criteria

Most NPC private scholarships have specific award amounts stipulated in writing. If not, NPC’s Scholarship Committee will distribute the money in a fair and equitable manner that assists the most students based on limited funds.

Financial Aid Disbursement

The disbursement of financial aid is approximately two weeks before the first day of classes each semester. Check the Academic Calendar (*see page 19*) for the last date to make changes to your class schedule for financial aid purposes and disbursement dates for fall, spring and summer sessions. Financial aid disbursement will be delayed for late applicants and students who register late. Adding a course after the financial aid disbursement date does not increase your financial aid award. Disbursements are made through Higher One. Students may choose to have the disbursement made to their NPC Money Card, direct-deposited to their bank account, or paid to them by check.

Financial Aid Information Continued

Satisfactory Academic Progress

Effective July 1, 2011 – Fall 2011 semester: All students, including those who receive federal financial aid, are required to maintain certain standards of academic performance called Satisfactory Academic Progress (SAP). A student must make satisfactory academic progress toward the completion of his or her degree or certificate program.

NPC has both a qualitative and quantitative measure of academic progress:

- Qualitative Requirement:** Maintain a minimum Cumulative grade-point average of 2.0 or above;
- Quantitative Requirements:** Satisfactorily complete at least 67 percent of the courses in which the student is enrolled, based on the following schedule:

Credit Hour Load:	<i>67% Minimum Completion Each Semester:</i>
Full-time (F/T) based on 12 or more credits	= complete 8 cr.
3/4-time (T/T) based on 9 to 11.9 credits	= complete 6 cr.
1/2-time (H/T) based on 6 to 8.9 credits	= complete 4 cr.

Students enrolled for 5.9 (P/T) or fewer credits must complete the number of hours funded (*i.e.*, if a student is funded for four credit hours, the student must complete the four credit hours).

“Satisfactory Completion” means earning a passing grade of A, B, C, D or P. Grades of I, W or F are **not** considered passing grades.

- Academic Progress** toward the degree/certificate program will be measured at the end of each semester.

Maximum Time Frame for Completion of a Degree or Certificate (150% Rule): Students may be funded up to 150 percent of published program length with financial aid assistance.

This includes all attempted NPC credits, as well as all accepted transfer, CLEP and assessed credits. In addition, this includes all semesters with or without financial assistance.

NPC Program (examples) Length of Program 150% Rule = Length of Program x 150%

AA or AAEE 64 credits ... maximum of 96 credits

*AAS Nursing 72 credits ... maximum of 108 credits

*Student must be enrolled and accepted into the NPC Nursing Program.

Transfer students applying for financial aid must submit official transcripts of all previous college work to the Records and Registration Office. Students must include and complete the *Request for Evaluation of*

Transfer Credits form. This form may be obtained from an academic adviser, or the Records and Registration Office. Evaluated credits will assist advisement prior to enrolling in classes at NPC. Transferred credit hours will be counted as both attempted and completed hours.

- A full-time (12 or more credit hours) enrolled student may repeat a previously passed course one time only (letter grade higher than an “F”). Student enrolled less than full-time (T/T, H/T or P/T) may repeat a class four times (if a passing grade is not received) and receive financial aid funding provided all academic progress requirements are met. Also, students may receive funding for a maximum of six repeatable special projects or special classes.
- Eligibility for federal financial aid is limited for students required to take “pre-college” remedial work at NPC. Students are limited to the equivalent of one year, or 30 credit hours of approved TLC courses. Ineligible TLC (formerly BSK) courses will not be funded and will be counted toward the 30-credit-hour limit.

The following TLC courses are **NOT** eligible for funding:

Prefix #	Course Title
TLC 010 New Readers I
TLC 020 New Readers II
TLC 030 New Readers III A
TLC 035 New Readers III B
TLC 040 New Readers IV A
TLC 045 New Readers IV B
TLC 050 Writing Step V
TLC 051 Reading Step V
TLC 056 Math Basics I
TLC 057 Math Basics II
TLC 058 Orientation to GED
TLC 060 Writing Step VI
TLC 061 Reading Step VI
TLC 062 Social Science Reading I
TLC 063 Natural Science Reading I
TLC 064 Literature Reading I
TLC 082 Social Science Reading II
TLC 083 Natural Science Reading II
TLC 084 Reading Literature II
TLC 088 GED Writing Skills
TLC 089 Essay Writing
TLC 099 Any “GED” Courses

The list of ineligible TLC courses is also available online at www.npc.edu/financial_aid_award_letter.

Financial Aid Information Continued

Failure to Meet Satisfactory Academic Progress Requirements

Students who do not meet Satisfactory Academic Progress requirements will:

1. First time, student is placed on Financial Aid Warning.
2. Second time, student is placed on Financial Aid Probation
 - Appeal is required.
 - Student must submit a petition for re-instatement.
3. Third time, student is placed on Financial Aid Suspension. **No further appeal is available.**

Financial Aid Warning

Recipients of Student Financial Assistance will receive a Warning letter after any semester in which their cumulative grade-point average falls below 2.0 or they fail to satisfactorily complete 67 percent of the credit hours in which they are enrolled. The Warning letter serves as a caution to the student that he or she did not maintain satisfactory academic progress during the last semester of attendance at NPC. Students are eligible to continue to receive financial assistance while on warning status if all other eligibility requirements are met.

Students will be removed from the warning status after completing the following semester in good academic standing as defined by NPC's *Satisfactory Academic Progress* procedure.

Financial Aid Probation

Recipients of financial assistance will be suspended from aid if they fail to meet the 2.0 minimum cumulative grade-point average, or satisfactorily complete 67 percent of their enrollment for two semesters of academic work. A student who has been suspended from financial aid may continue to enroll in classes at NPC without receiving financial aid assistance.

Appeal is Required if Placed on Financial Aid Probation

Students who are placed on Probation status are required to appeal their eligibility status to the Financial Aid Office and further to the Satisfactory Academic Progress Committee by filing a Petition for Reinstatement. A student may submit a Petition for Reinstatement form for each appeal and should be based on extenuating circumstances as documented by the student. The student must complete the *Petition for Reinstatement* form, submit in writing the reason(s) the student did not meet Satisfactory Academic Progress including how the condition or situation has been resolved thus allowing the student the ability to meet Satisfactory Academic Progress. Students must submit a full degree audit

and supporting documentation with their request. Petition for Reinstatement forms are available at the NPC website or by contacting NPC's Financial Aid Office. The outcome for a petition for reinstatement may include approval, warning status, restricted status or suspension status.

There are no further appeals for students who have met their Federal Pell Grant Lifetime Eligibility Used (LEU).

A student placed on "restricted status" will be placed on an academic plan toward successful completion of degree program. The student will be reviewed at the end of each semester for satisfactory academic progress as well as making progress towards completion of degree program. The student making progress and meets satisfactory academic progress will be considered an eligible student.

A student may continue to receive financial aid assistance only as the result of a successful appeal.

A student may also attend NPC for one semester **AND** maintain a cumulative 2.0 grade point average **AND** complete six (6) credit hours at their own expense **WITHOUT** any third party assistance and meets all Satisfactory Academic Progress requirements could be considered an eligible student.

Financial Aid Suspension

Recipients of Student Financial Assistance placed on "restricted status" who fail to make satisfactory academic progress and placed on Financial Aid Probation after granted an appeal(s) will be DENIED for any further financial aid assistance. There are no further appeals if recipients are placed on suspension status.

Impact of Schedule Changes on Financial Aid

Students who alter their enrollment (drop/add courses) during the course of a semester are subject to having their eligibility for financial assistance reviewed, may require recalculation and could be required to return some, if not all, of their financial assistance.

A student must consult with their instructor(s) and/or an NPC academic adviser and the Financial Aid Office before making any enrollment changes. Please note that students who receive financial assistance are subject to Satisfactory Academic Progress.

The Financial Aid Office is required to perform enrollment verification before the disbursement of financial aid. Financial aid may be reduced or canceled due to changes in a student's enrollment status. Adding a course after the financial aid disbursement date does not necessarily increase your financial aid award.

NOTE: Students must start attending classes to establish eligibility for federal financial assistance.

Financial Aid Information Continued

When Dropping and Adding a Course

Even exchange only applies during the first two weeks of each semester and the first two days of summer session. Students who plan to drop and add a course as even exchange should add a course with equal credits to replace the dropped course to avoid return of “over-awarded funds.” Students adding additional courses after the financial aid disbursement date and during the semester are responsible for payment of tuition, fees and late registration fee.

Withdrawal Before the First Day of Classes

Students who have received their financial aid refund and withdraw from all courses before the first day of classes are responsible for the return of any “over-awarded funds.”

Non-Attendance or No Show

If a student fails to attend some or all of their courses, their eligibility for federal assistance will be recalculated, excluding any non-attended courses. Students who accept federal funds and never attend any class sessions are responsible for the return of all “over-awarded funds” for any courses not attended.

Canceled Course

Students who register for courses canceled by NPC are required to return all “over-awarded funds.” A student may register for another course with equal credits to replace the canceled course to avoid a return of “over-awarded funds.”

Withdrawing Without “W” on Transcript

Students who withdraw on or before the last day to withdraw without a “W” on their transcript (see “Academic Calendar” page 19 in this catalog or online at www.npc.edu) may register for another course with equal credits to avoid return of “over-awarded funds.”

Noncredit and Audit Courses

The Financial Aid Office will not fund noncredit and audit courses at NPC.

Complete Withdrawal From All Classes

Students who completely unofficially withdraw and/or officially withdraw from NPC will have their federal financial aid recalculated by using the Federal Return of Title IV calculation prescribed by federal law. The Federal Return of Title IV calculation applies only to federal aid and will be returned to the appropriate Federal program(s) in the following order:

- Federal Pell Grant
- Federal SEOG

NPC does **NOT** participate in the following: National SMART Grant, TEACH Grant or Student Loans.

Federal Work-study Program and Arizona Leveraging Educational Assistance Partnership (AZ LEAP) are excluded from calculation.

Federal Return of Title IV calculation consists of the following:

- Title IV Aid Disbursed.
- Institutional Charges: tuition, fees, etc.
- Percentage of Title IV Aid Earned: the withdrawal date is the completed days divided by total days in the semester. Excluding scheduled breaks of five or more days and approved leave of absence.
- Amount of Title IV Earned by Student: Multiply (a) by (c).
- Amount of Title IV to be Disbursed or Returned: (a) minus (d).
- Amount of Unearned Title IV Aid for Institution to Return: (b) multiplied by (1)
1 Equals Percentage of Unearned Title IV Aid: 100 percent minus (c)
- Initial amount of Unearned Title IV Aid Due from Student: (e) minus (f).
- Title IV Aid for Student to Return: (f) minus (2)
2 Equals Amount of Title IV Grant protection: (a) multiplied by 50 percent.

If amount for student to return is \$50.00 or less, the student is not responsible for repayment.

Students may request a copy of their Federal Return of Title IV calculations from the Financial Aid Office.

The number of days completed is determined by the withdrawal date from one of the following:

- Withdrawal date provided by NPC’s faculty:
- Attendance record
 - Class record

If unable to provide withdrawal date from the above documentation, then the following:

- Date of student’s last attendance at documented academically-related activity, such as attending class, taking an exam, completing tutorial, taking computer-assisted instruction, or turning in an assignment.
- Date of student’s official notification to the institution.
- If student did not begin the withdrawal process or official notification, the midpoint of the enrollment period for which federal financial aid was disbursed or later date documented by NPC. Student would earn 50 percent of federal financial aid.

Withdrawal from All Classes *Continued*

- If student did not begin the withdrawal process or official notification due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, NPC may determine the appropriate withdrawal date.

Students, who withdraw after completing at least 60 percent of the semester, will be considered to have earned 100 percent of their federal assistance.

It is the student's responsibility to contact NPC's Business Office to make payment arrangements and to continue to make satisfactory payments. You may make your payment at your NPC campus/center or payment arrangements can also be made at the NPC website through FACTS e-Cashier Payment Plan. If a student neglects to pay or no satisfactory payments are made after 45 days for the "over-awarded funds," the student will be reported to the Department of Education, which will prevent the student from receiving federal financial aid from any institution.

Students are required to contact the Financial Aid Office once funds are repaid. The Financial Aid Office will notify the Department of Education to update the student's status to "Repaid" to continue to receive federal financial aid if all requirements are met.

Student Financial Aid Rights and Responsibilities

1. Students are required to read materials, follow instructions and call the Financial Aid Office regarding their financial aid status. Your status may also be viewed at **MyNPC**.
2. The Family Educational Rights and Privacy Act of 1974 prohibits the release of financial aid information without the student's written consent. All information provided will be kept confidential.
3. The financial aid award year for NPC includes fall semester, spring semester and summer session(s).
4. A student must file a new Free Application for Federal Student Aid (FAFSA) each financial aid award year.
5. A student may only receive Title IV Aid from one institution per semester.
6. The Financial Aid Office must receive a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) by the student's last date of attendance for the semester enrolled for financial aid consideration.
7. If a student's cost of attendance exceeds NPC's standardized budget, he or she may request a budget review with supporting documentation.
8. Students are required to review the accuracy of information and notify the Financial Aid Office with changes in their financial, academic or personal situation that affects their eligibility. This includes information not reported on the original FAFSA form.
9. If a student is selected for "verification," he or she must provide all requested documentation, including a Federal Tax Return Transcript and all W-2's, report all untaxed income and complete a verification worksheet to the Financial Aid Office.
10. Students are required to pursue an approved degree or certificate program in order to be eligible for Title IV Aid. Lists of eligible degree and certificate programs are available from academic advisers, Financial Aid Office or **MyNPC**.
11. Students who withdraw from courses are responsible for understanding NPC's Institutional Refund Policy. For additional information, students may contact the NPC Business Office.
12. A student has the right to know the types of aid available at NPC, the method and frequency of disbursement, and the terms and conditions of receiving financial aid.
13. The Payroll Office mails checks to Federal Work-Study (FWS) students on the 15th and last day of each month. Students are encouraged to sign up for direct deposit with the NPC Payroll Office.
14. A student is required to register for and attend all classes for which he or she is awarded aid. Any changes in enrollment or a withdrawal from NPC must be reported to the Financial Aid Office. A student must consult with his or her instructor(s) and an academic adviser before making enrollment changes.
15. Financial aid recipients have the right to know the Federal Return of Title IV Aid procedure at NPC. Aid recipients withdrawing from all classes may be required to return a portion of the funds disbursed to them for the semester enrolled. A copy of the Return of Title IV Funds calculation is available upon request from the Financial Aid Office.
16. Courses added after the student has received his or her financial aid "refund" may not result in an increase to his or her award for the semester.
17. A student must verify all tuition and fees, if entitled to a "refund." Students should contact the NPC Business Office regarding discrepancies in their billing charges.
18. A student has a right to know the standards of Satisfactory Academic Progress (SAP), the criteria for continued eligibility and the criteria for reestablishing eligibility.

Rights and Responsibilities *Continued*

19. A student must maintain SAP standards to be eligible for financial assistance. Students with academic problems are encouraged to seek tutoring assistance from an academic adviser.
20. A payment arrangement through e-Cashier Payment Plan is not intended to allow financial aid applicants to defer all payments until financial aid is approved. Students who have applied for financial aid, but have not been awarded financial aid, must make the scheduled payments. The student's signature on, or approval of a payment arrangement is an agreement to make payments.
21. NPC does not participate in any Federal Student Loan Programs including Stafford, PLUS, FFELP, Perkins and Direct loans.
22. If a student has received a student loan from another institution, the student is required to keep the lending agency informed of any change in address, change in enrollment status, withdrawal from school or graduation.
23. Financial aid recipient must be in good standing and not in "default of student loans" and not owing an "overpayment of federal financial aid" to any college/university. Student may call (800) 433-3243 or log on to <http://studentaid.ed.gov/repay-loans>.
24. A student may submit a Federal Student Loan Deferment form to the Records and Registration Office for processing while enrolled at NPC.
25. A student may submit a *Consortium Agreement* form from their parent school to the Financial Aid Office. A *Consortium Agreement* will not be completed unless the student is enrolled at NPC. Student must pay or make payment arrangements for tuition, fees and book charges at the time of registration. A *Consortium Agreement* does **NOT** defer payments and is not considered a third-party payment.

Additional Information

Additional information regarding financial aid may be directed to the Financial Aid Office, (800) 266-7845, ext. 7318, during normal business hours:

8 a.m. to 5 p.m., Monday, Wednesday and Thursday;
8 a.m. to 7 p.m., Tuesday; and 8 a.m. to 4 p.m., Friday.
Summer hours may vary.

GED Testing

The Learning Cornerstone (TLC) offers individuals who want to obtain their GED at Northland Pioneer College an orientation designed to improve their chances of successfully completing the GED exam. The "Opportunities Through Education (OTE)" orientation is approximately eight hours long. Grants may be available for GED preparation courses. The OTE is mandatory to receive continued financial assistance and is required for Adult Basic Education students.

GED candidates and all new adult education students will benefit from "Opportunities Through Education," TLC099X. Students are introduced to the advantages of education, learn tips for success, set goals, and discover services that can support their learning. Students complete the Test of Adult Basic Education (TABE) and prepare a writing sample. At the end of the orientation, instructors will recommend signing up for the GED test or to take additional GED preparation courses.

The orientation program is supported by a grant from the Arizona Department of Education, Adult Education Services. The program's purpose is to increase the GED pass rate and to assure that GED candidates are well informed about the GED.

Please contact The Learning Cornerstone for the current policy regarding the OTE and GED testing.

These orientation sessions will be offered several times a semester at NPC campuses and periodically at NPC centers to meet local demand.

For available session dates and locations, contact The Learning Cornerstone (TLC) at NPC locations, or check the GED section of the NPC website at www.npc.edu/getGED.

Disability-related accommodations for taking the orientation or GED test must be requested in advance of enrolling in the "Opportunities Through Education" class or registering to take the GED test. Accommodation information and forms are located at www.ged.com. Some accommodation requests can take up to 3 months to receive a decision from GED officials.

GED exams are administered through Northland Pioneer College at the computer testing sites located at the Show Low - White Mountain Campus and Holbrook - Painted Desert Campus. All GED candidates must sign-up at www.ged.com for test information, scheduling, and registration of the GED test. Pearson Vue maintains the computer-based testing schedule. At this time payment and test scheduling must be made through Pearson Vue at www.ged.com or call (877) 392-6433.

GED Testing Information Continued

For information on GED orientation and preparation courses contact TLC staff at your campus or center or contact **Rickey Jackson**, Director of Developmental Services, (800) 266-7845, ext. 6536. For information regarding the GED test: sign up at www.ged.com or contact the Computer-Based Test Administrator at (800) 266-7845, ext. 6142.

Requirements for Testing

1. Contact the Learning Cornerstone for the current OTE policy.
2. Meet the minimum age requirement of 16. (16- and 17-year-olds must submit both a **NOTARIZED** parental consent form AND an official withdrawal letter from the last school attended).
3. Sign up at www.ged.com for test information, scheduling, and registration of the GED test. At this time, payment and test scheduling must be made through Pearson Vue at www.ged.com or call (877) 392-6433.
4. GED candidates are required to present two forms of identification before admission to the exam room. Together the two IDs must satisfy all GEDTS requirements of identity, which include current name, address, date of birth, and signature. One of the IDs must also have a photo, and both must be presented at EVERY test site visit. One form of ID must be from the primary ID list at www.npc.edu/get-GED. The second ID can be from either list. ID must be current and not expired. If a birth certificate is used as a secondary ID, the copy must be certified.
No refunds are given if the test taker is turned away for improper identification or if testing reservation is not canceled 24 hours in advance.

Noncitizens Note: Non-citizens, including refugees, legal and illegal immigrants, resident and nonresident aliens, and other foreign nationals, are eligible to take the GED test if they meet **ALL** of the requirements for identification and eligibility established by GEDTS and the Arizona Department of Education.

Library Services

Library services and resources for students, faculty, staff and the community* are available at the four campuses and five centers. A federal document collection is available at the Little Colorado Campus library in Winslow.

Here are some of the services and resources we provide:

- Library catalog of books, videos and more.
- On- and off-campus access to databases for scholarly journals and articles.
- Full-text access to e-books.
- Research and writing resources and websites.
- Reference and research help (face-2-face and online via "Ask a Librarian").
- Text a Librarian service.
- Information literacy instruction (ask your instructor to arrange class instruction.)
- Comfortable spaces to study or relax.
- Distance learning support.
- Federal Documents Collection at Winslow campus library.
- Courier delivery from all NPC locations.
- Computers and wireless access for research and writing.
- Interlibrary loan for materials not owned by NPC.

Students must bring their NPC identification card to the library to register for services.

Visit the Library website at www.npc.edu/library.

**Services for community members may be limited, or subject to a fee.*

Organizations and Activities

NPC supports a varied program of student activities and organizations. All student activities are sponsored by the college and are subject to district-approved policies and procedures. As a result, the college reserves the right to approve or disapprove any student activity.

NPC's student activities program invites involvement across a broad spectrum of sponsored programs to offer opportunities for cultural, social and educational enrichment for students. Available programs include college governance, special events, educational trips, recreational opportunities, intercollegiate activities, performing arts, publications and special interest clubs.

Student Services

Organizations Continued

See *Student Activities Handbook* for information on student activity policies and procedures. *Student Activity Handbooks* are available at each campus and center location or by contacting the student activities coordinator at (800) 266-7845, ext. 6241.

Cosmetology Club

The Cosmetology Club provides an outlet for cosmetology students to interact with other cosmetology students and licensed professionals in the trade. Students plan events that showcase their hairstyling, haircutting, and hair coloring skills through arts, debate, and any other media they chose, utilizing their skills within the community.

Students interested in learning more about the Cosmetology Club should contact their cosmetology instructor or the student activities coordinator at (800) 266-7845, ext. 6241.

Eagle Club

The Eagle Club appreciates Native American culture and promotes unity within our Native American communities while exploring other cultural arts, religion and beliefs. The club motivates students to achieve career goals, and empowers them to become positive leaders/role models.

Students interested in learning more should contact the Eagle Club coordinator at (800) 266-7845, ext. 7342.

Early Childhood Education Club

The Early Childhood Education Student Club is open to any NPC student. We support the professional development of the early childhood workforce in our community, and provide opportunities to share, network and raise awareness of the field of Early Childhood Education. See *Facebook* page for meeting and events information.

For additional information, call (800) 266-7845 – Claude Endfield, Chair Early Childhood Department, ext. 7335; Betsy Peck, ECD faculty adviser, ext. 6119; or Marina Powdermaker, ECD faculty, ext. 7353.

Future Business Leaders of America (FBLA)

Phi Beta Lambda

Phi Beta Lambda (PBL) is a local chapter of the national organization Future Business Leaders of America - Phi Beta Lambda. PBL is dedicated to bringing business and education together by providing an environment for students to gain real-world business experience.

Phi Beta Lambda offers:

- State and national business-related competitions
- Local business networking

- Community service
- Job opportunities
- Much more!

FBLA-PBL meets monthly for anyone interested. During the academic year, meetings will be on the first Thursday of every month at 6 p.m. at the Show Low – White Mountain Campus Learning Center CIS Lab, or from any NPC campus or center by dialing **extension 7479**. (Check online www.npc.edu/events calendar for possible updates.)

For more information about PBL, or to request a membership application, please contact Adviser Jennifer Bishop, (800) 266-7845, ext. 6253.

Music/Theatre/Speech

Students with vocal or instrumental music interests may find a forum to develop their talents by joining the NPC Master Chorale, NPC Soundcheck, NPC Swing Band, White Mountain Symphony Orchestra and High Country Barbershop Chorus. The choirs and bands perform at many college and community functions throughout the year.

The Theatre Program sponsors productions for students and the community. Auditions for the shows are conducted at the beginning of each semester.

A schedule of major productions is announced at the beginning of each semester. Posters advertising events are posted at all locations and announced in local media and posted at the NPC website at www.npc.edu. To request a calendar brochure of Performing Arts events, please contact the PAC Box Office, at (800) 266-7845, ext. 6250.

Student-produced plays and other smaller productions may be offered throughout the year.

Outdoor Club

The Outdoor Club coordinates group events for current NPC students, *i.e.* day trips include hiking and snowshoeing. Students interested in the Outdoor Club should contact the student activities coordinator at (800) 266-7845, ext. 7418.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for qualified students who are committed to academic excellence. Selected students are invited to apply for membership during the fall semester.

President's Scholars Program

The President's Scholars Program provides educational enrichment opportunities and scholarship incentives for academically advanced students. This excellent opportunity includes a one-credit colloquium each semester. Scholars participate in activities to broaden intellectual horizons,

Organizations Continued

to become more aware of Southwest history and culture and to explore communications skills through interaction with other students. Participants will travel to off-campus locations throughout the Southwest to study subjects of interest and concern. Scholarships, which include tuition, books and travel, are awarded for those who are admitted.

Students may obtain an application packet for the President's Scholars program from the Recruitment Office, or by calling (800) 226-7845, ext. 6271.

Student Ambassador Program

The NPC Student Ambassador Program is a group of outstanding students who are selected to represent the college to prospective students, their families and the community at large both on- and off-campus. They provide campus tours, assist new students transition to NPC, promote opportunities to be actively involved on campus and advance the ideals of higher education.

Ambassadors develop valuable leadership and communication skills; make meaningful connections with prospective and new students by sharing their experience and knowledge of NPC; work closely with NPC faculty, staff and administration; enhance their personal resumé; receive ambassador attire; and receive a scholarship (\$200 stipend during regular semester or \$150 during summer).

For additional information and application forms, log-in to <https://mynpc.npc.edu/ics> and click on *NPC_Life/Student_Ambassador_Program.jnz*

Student Government Association

The Student Government is both the voice of the student body at NPC and the coordinating organization for student clubs and activities. Student Government members participate in college governance activities, serve on critical college committees and control funding for student organizations and activities.

The Student Government Association holds elections each year. All students are encouraged to participate in SGA and participate in the future of Northland Pioneer College. Students interested in the SGA should contact the student activities coordinator at (800) 266-7845, ext. 6241.

Study Abroad Opportunity

Spend four weeks immersed in the culture of Costa Rica during the summer, studying Spanish in a study abroad program sponsored by NPC's Student Government Association (SGA). Open to the general public, the Study Abroad Program offers beginning and advanced Spanish studies at the University of Costa Rica.

Students will earn six credits while attending weekday classes for four weeks. Participants are responsible for obtaining their own passports and the purchase of textbooks.

The SGA Study Abroad Scholarships are designed to recognize students with a desire to travel abroad while taking courses in a foreign language. SGA wants to support and encourage continuing education by providing scholarships to those students who have proven their ability to excel in their studies. Scholarship applicants must be current NPC students, including NAVIT and dual enrollment high school students, enrolled in at least six credits for the spring semester, with a cumulative 2.0 grade point average.

Interested participants should complete the "Interest Form" online at www.npc.edu/costa_rica or contact the Study Abroad coordinator, (800) 266-7845, ext. 6145.

Records and Registration

The Records and Registration Office staff members, (800)266-7845, ext. 7459, are responsible for final grade rosters. After instructors post grades, students may view their grades on **MyNPC**, utilizing their student log-in (excluding those on financial hold). Students who need a copy of their grades mailed to them must make a special request to the Records and Registration Office.

For a transcript of your coursework at NPC, see *Transcripts*, page 73.

Any changes to existing grades (see *Appeal of Grade*, page 61) are initiated by contacting your instructor. The instructor then submits the change through their division dean/director, who then forwards the change to the Records and Registration Office. Once received and updated, the semester transcript shows the change.

Any student who has attended an accredited college may request an official transcript be sent from that college to the NPC Records and Registration Office. Once the evaluation of transfer credit is completed, the accepted transfer credits are posted to the student's transcript and can be used toward an NPC degree/certificate where applicable.

Students pursuing a certificate or degree need to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student's file. When the student is ready to graduate, he or she submits an application for graduation. After graduation requirements have been met, diplomas are mailed in mid-June for May graduates or mid-January for December graduates. **Note:** Diplomas are only ordered twice a year.

Recruitment Office

The Recruitment Office has district-wide duties and is responsible for the following areas:

- Requests for information (brochures & give-aways)
- High school activities/career fairs/site visits
- Coordination of on-site visits to NPC (campus/center tours)
- Community presentations

Student Email

All students enrolled since the fall 2009 semester have been issued an NPC email address. NPC uses this address to deliver official notices, such as closures and alerts and important date reminders. Your instructors may require you to use this address.

Log in to **MyNPC** and go to the MyEmail tab. Follow the links on the left side of the MyEmail page for instructions and FAQs. You must be logged in to see the page and the instructions. It can take as many as two business days for your NPC email account to be established.

Your **MyNPC** and email username are typically your first initial and last name, plus a sequence number if needed to prevent duplicates. Your NPC email address is your *username@mail.npc.edu*. You can also forward your NPC email to another email system of your choice.

How do I get My Username?

You can obtain your user name from campus or center office personnel or through the Support Center toll-free (800) 266-7845, ext. 7447. You will need to provide your student ID# and answer some questions to confirm your identity. Also your username is on your admissions letter and on your Student Data Sheet given to you at registration.

Student Health Insurance

NPC offers, through a major insurance company, a group health plan, which has been especially designed for students attending Arizona community colleges. The policy offers protection for illnesses and accidents at reasonable rates. For an application or further information, contact your local academic adviser or the office of the Vice President for Learning and Student Services.

In addition, the college provides accident insurance while a student is attending class. If a student gets hurt and needs to file a claim, he or she should contact the campus operations manager or center manager.

Student Housing

Northland Pioneer College offers financial assistance through the Student Housing Scholarship program to students who must relocate to an NPC campus or center community so you can pursue your educational dreams. Scholarship amounts are limited and vary based on availability and student need, to a maximum of \$1,000 per semester. If you are relocating, check out resources for housing options at www.npc.edu/student_housing. An adviser can explain Housing Assistance Scholarships eligibility. Apply early through the Financial Aid Office.

Transfer Assistance

For students interested in transferring their credits to another Arizona public university, NPC offers online access to the Arizona Course Applicability System (CAS). This system offers a number of helpful features that allow you to:

- See how previous courses will transfer to public universities in Arizona
- Learn what community college courses transfer as specific university equivalents
- View transfer guides that outline university academic programs for community college students
- Research lists of community college courses that apply to university general education equivalents

To access the Arizona Course Applicability System, visit their website at www.AZTransfer.com.

If you have any questions or need more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

Tutoring

NPC provides free tutoring to support academic and personal goals. Students may benefit from these services if they need help in any of the following areas:

- Completing assignments,
- Understanding concepts and ideas,
- Preparing for tests and general studying skills, or
- Keeping pace with your class.

Learn more about NPC tutoring service options online at www.npc.edu/tutoring.

If a student is having difficulties in a particular course, he or she should complete the online *Request for a Tutor* form (www.npc.edu/Tutoring_Request), or contact the

Tutoring Continued

Coordinator of Tutoring Services, (800) 266-7845, ext. 7367. The student will be contacted with a schedule of group tutoring sessions.

EARN MONEY BY TUTORING – If you would like to be a tutor, complete the online *I Want to be a Tutor* form (www.npc.edu/Tutor_Application).

Veterans Services

Northland Pioneer College provides assistance to eligible students applying for educational benefits under the U.S. Department of Veterans Affairs (VA). Veterans, survivors and dependents may utilize educational benefits under Title 38 of the U.S. Code and selected reservists under Title 10 of the U.S. Code. The Veterans Representative is responsible for certifying attendance and reporting changes in enrollment to VA.

For questions about NPC Veterans Services, contact **Beth Batson**, Veterans Representative, (800) 266-7845, ext. 7469, or email veterans@npc.edu.

VA Students must:

- Advise immediately of any change in courses adds/drops or degree change.
- Attend class & take final exams
- If in doubt, call/see VA representative!!!
- Keep NPC VA Representative and VA informed of correct address/phone number.

VA Educational Programs:

Chapter 30: Montgomery G.I. Bill – Active Duty (MGIB-AD)

The MGIB-AD program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

1. Entered active duty on or after July 1, 1985,
2. Contributed \$100.00 a month and have an honorable discharge.

Chapter 31: VA Vocational Rehabilitation

You must have a service connected disability and applied for voc rehab services through the Dept. of Veterans Affairs at (800) 827-1000.

Chapter 33: The Post-9/11 GI Bill

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. This program will pay eligible individuals:

- Tuition & fees are paid directly to the school not to exceed the maximum in-state tuition and fees at a public institution of higher learning. A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school and an annual books and supplies stipend of \$1,000 paid proportionately based on enrollment.

Chapter 35: Survivors' and Dependents Educational Assistance (DEA)

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Eligibility

You must be the son, daughter, or spouse of:

- A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such service-connected disability was in existence.
- A servicemember missing in action or captured in line of duty by a hostile force.
- A servicemember forcibly detained or interned in line of duty by a foreign government or power.
- A servicemember who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability. This change is effective December 23, 2006.

Chapter 1606: Montgomery G.I. Bill – Selected Reserve (MGIB-SR)

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National

Student Services

Chapter 1606 Continued

Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

1. A selected reservist must be enlisted, reenlisted or extend an enlistment obligation in the selected reserve so that the reservist has/had an enlistment obligation to serve for a period of not less than 6 years, following the date of such action and this must be completed on or after July 1, 1985.
2. Has completed the requirements of a secondary school diploma.
3. Has completed IDAT.
4. Has enlisted, reenlisted or extended an enlistment.

Students receiving educational benefits from the VA should verify student enrollment status with the College's Veterans Representative at least once at the beginning of each semester. Anytime there is a change in enrollment, program of study change, change of address or other changes that may affect veteran benefits, it is the student's responsibility to report the change to the Veterans Representative.

Rules To Remember

All students receiving VA educational benefits must file a Degree Intent with the Veterans Representative. Students are required to follow their program of study (degree).

Chapter 33 tuition and fees are paid directly to the college. All other Chapter 33 benefits are paid directly to the student. The processing of benefits for first time students can take 8 to 10 weeks. VA students may utilize VA Promissory Notes to charge tuition and fees. The student will clear those charges when they receive their 1st monthly benefit check.

The Department of Veterans Affairs requires that all persons using VA educational benefits make SATISFACTORY ACADEMIC PROGRESS. A student who does not meet the minimum standards (listed below) will be placed on probation for one semester. At the end of the probationary semester, if satisfactory academic progress has not been demonstrated, veteran benefits will be terminated. Benefits may resume if the student raises the cumulative grade point average (GPA) to the required minimum standards.

Academic Progress:

1. Complete all courses attempted.
2. Maintain a semester and cumulative GPA of 2.0.
3. Finish all incomplete grade (I's) within one semester.

4. If withdrawal from school is necessary, the VA recipient must notify the Veterans Representative within one week of withdrawal and supply a written statement of mitigating circumstance.
5. Maintain regular classroom attendance.
6. Complete courses as required on the student's degree plan.
7. Students receiving VA benefits may not receive a "W" (withdrawal) from their instructor at the end of the term.

Status

The number of credits enrolled in determines the amount of benefits the VA student will receive. Classification of enrollment:

12 credit hours or more.....	full time
9 to 11 credit hours	3/4 time
6 to 8 credit hours	1/2 time
1 to 5 credit hours	less than 1/2 time

Students enrolled in less than half time will be reimbursed for tuition and fees only. Summer sessions are calculated on an accelerated basis.

Responsibility

1. Have all appropriate paperwork and transfer evaluations on file with the Veterans Representative.
2. Declare a Program of Study (degree) and file a Degree Intent.
3. Have all transcripts from other postsecondary schools, submitted to Northland for evaluation. Please see your academic adviser.
4. Make satisfactory progress.
5. Attend classes pursuant to college attendance policy.
6. Remain in good standing with the college.
7. Inform the Veterans Representative of changes in enrollment.
8. Withdraw formally from classes and file with the Veterans Representative "mitigating circumstances" statement within one week of withdrawal.
9. Failure to earn the required grade-point average during any semester that the student is on "VA probation" will result in termination of veteran educational benefits.
10. Have all debts with the college cleared by the end of each semester.

Restricted Status

VA students who accumulate 63 credits will be placed on "Restricted Status" and allowed to register only for course work necessary to complete the degree.

Assessment of Military Training

Assessment of military training and/or coursework will be evaluated through the Veterans Representative. Please have all military transcripts sent to the VA Representative for evaluation.

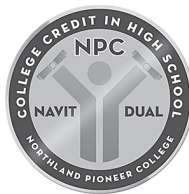
The Records and Registration Office evaluates transcripts from AARTS and /or Community College of the Air Force. Official transcripts from AARTS or Community College of the Air Force must be submitted to that office. Please see your academic adviser for assistance.

Voter Registration

Voter registration forms are available for all students and the public at all NPC campus/center libraries. For more information contact the Navajo County Recorder's office at (928) 524-4192.

You can also register to vote online at the Arizona Secretary of State's website: www.azsos.gov/election/voterregistration.htm.

Merit™ Honors, Awards & Recognition



Highlighting Your Student Achievements!

<http://npc.meritpages.com>

Sometimes it's OK to brag!

NPC is recognizing and celebrating student accomplishments through Merit! **Merit pages** allow NPC to publicize **your** achievements such as making the president's or dean's list, earning a certificate or degree, participating in a club or event and more! Merit pages assist NPC in sending press releases about a student's accomplishments to their hometown newspaper, as well as publish these news stories on the web.

How does Merit work?

When NPC creates a story about student accomplishments, an online profile page is created for the students involved and he/she receives a notification in their **college email** with a link to view his/her story. An NPC badge (*pictured above*) signifying the achievement is added to the student's **Merit page**. Students can use their **free Merit page** and social media such as *Facebook* and *Twitter* to share their achievements with friends and family! You can even add your own badges to your Merit page to highlight your activities and jobs!

Your positive online identity!

You work hard for your accomplishments so share them! Your Merit page is a place that recognizes your achievements and creates a positive, professional online persona of your college experience. Employers often research job applicants online and your **NPC Merit page** makes it easy to showcase your accomplishments.

Find out more about NPC Merit pages at www.npc.edu/Merit.



Student Rights and Responsibilities

Policies and Procedures Impacting Students

Updates to this information can be found in the Student Services section of the NPC website, www.npc.edu.

Affirmative Action & Title IX

Northland Pioneer College is an EEO/AA employer and does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age, Vietnam Era Veterans' status, or disability in admission or access to, or treatment or employment in its educational programs or activities. The college is required by Title IX of the Education Amendment of 1972 and the regulations adopted pursuant thereto in the Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1974 not to discriminate in such manner.

Attendance

Upon admission to NPC, a student assumes the responsibility of completing each course for which he or she is registered. The student is expected to **attend all sessions of the classes** in which he or she is enrolled. Any student who has three absences without excuses acceptable to the instructor, medical or otherwise, may be dropped from the class. Students who miss the first two meetings of the class may also be dropped. After a student has been dropped from the class for unexcused absences, an appeal for reinstatement will be considered only under extenuating circumstances.

Communicable Diseases

Students and employees who are identified as having communicable diseases may attend Northland Pioneer College with reasonable accommodation. Reasonable accommodation will be utilized when there is medical justification that the transmission of the disease is highly doubtful and/or the risk of further exposure or injury to other students and employees is improbable.

When college officials have sufficient reason to believe that a student or employee has contracted a communicable disease, and that through transmission, there is potential

harm and/or risk to other students and employees, the student or employee will be required to be evaluated by medical professionals at his/her expense within a designated time frame. If the student or employee chooses not to be medically evaluated, they will be removed from all college activities/responsibilities. Should the student or employee not follow through with a medical evaluation within the designated time frame, they will be removed from all college activities/responsibilities until medical evaluation is attained.

Following medical evaluation, and upon the written recommendations and findings from the attending physician, the college president, or designee, may require the student or employee to be isolated. Isolation may include, but not be limited to temporary removal of the student or employee from classes and college employment. These decisions will be according to the recommendation of the attending physician and/or public health guidelines.

The college will not assume the responsibility for carrying out the isolation of a student or employee who has contracted a communicable disease. The student or employee will be responsible for securing alternative living quarters should the college require isolation.

The right to privacy and confidentiality of any student or employee who has contracted a communicable disease will be respected. Disclosure of the medical condition will only occur to the extent required to minimize the health risks to other students and employees. The college president or designee will determine appropriate disclosure of

The Campus Sexual Violence Elimination (SaVE) Act

The Campus Sexual Violence Elimination (SaVE) Act addresses sexual misconduct on college campuses.

Covering both students and college employees, SaVE clearly defines the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking, and requires additional reporting, starting in academic year 2014-15, on the annual Clery Campus Crime Statistics report (see www.npc.edu/Crime-Statistics).

Northland Pioneer College prohibits these crimes against our students and employees. How NPC will handle and investigate these crimes can be found by following the **SaVE** link on the Clery Campus Crime Statistics Web page, listed above.

Communicable Diseases Continued

information. Employee group medical insurance plans cover treatment and care for communicable diseases in the same way care is provided for any other condition.

[NPC Procedure #2751, based on Policy #1561]

Plan for Crime Awareness and Campus Security

Procedure 2555

NPC shall comply with all federal and state laws concerning crime awareness and campus security. Northland Pioneer College's plan for compliance is set forth in this Procedure.

A. Reporting Crimes and Emergencies Occurring on or Next to Campus

Employees, students, and all other persons are to report criminal actions or other emergencies occurring on campuses or centers in Navajo and Apache Counties by taking the following steps:

1. **Dial 911.** Use pay or public telephone at the campus/center as appropriate. Pay/public telephone availability is as follows:
 - Hopi Center:** Pay phone in student lounge
 - Kayenta Center:** Public phone in center office
 - Little Colorado Campus:** Public phones Student Lounge and Learning Center lobby
 - Painted Desert Campus:** Pay phone in the Student Center Lounge
 - Silver Creek Campus:** Public phones in Campus Office, Student Lounge, Learning Center lobby, Performing Arts Center lobby, pay phone outside Student Lounge.
 - St. Johns Center:** Public phone in center office at front desk.
 - Springerville/Eagar: Center:** Public phone in center office.
 - White Mountain Campus:** Public phones in Aspen Center hallway, Aspen Center office, Learning Center lobby, Goldwater hallway, Ponderosa lobby.
 - Whiteriver Center:** Public phone in center office
2. Report the criminal action or emergency to the appropriate campus or center manager. The reporting individual should complete a *Campus*

Security Incident Report Form and *Cover Sheet*. The campus/center manager will forward copies of the *Campus Security Incident Report Form* and *Cover Sheet* to the Vice President for Learning and Student Services, the vice president for administrative services, and, as needed, local law enforcement. Northland Pioneer College allows anonymous reporting on the *Campus Security Incident Report Form* provided by NPC and delivered to the campus/center manager or the Vice President for Learning and Student Services.

3. Should campus/center manager or staff be unavailable, the reporting individual should contact the Vice President for Learning and Student Services (800) 266-7845, ext. 6141 or his/her administrative assistant (800) 266-7845, ext. 6196. Reporting individuals may also notify any college employee of any criminal action or emergency. The college employee should then make official notification to the college of the criminal action or emergency by completing step 2 as noted above.
 4. All students are encouraged to preserve evidence of sexual assaults. Some evidence is perishable and prompt action must be taken to ensure a viable prosecution of the perpetrator. All students and employees are encouraged to report any sexual assault to the authorities by following the procedure outlined in subsection "A" including calling 911 and reporting any incident using the *Campus Security Incident Report Form* and *Cover Sheet*. If a student desires assistance in contacting local law enforcement authorities, NPC staff shall promptly provide such assistance. (See also NPC Procedure 2762.)
 5. NPC does not maintain a campus police department or a campus security department at this time.
- #### B. Security and Access to Campus Facilities

Northland Pioneer College personnel shall ensure that all classroom facilities remain locked when not in use, and only those persons authorized to attend classes or to utilize NPC facilities, i.e. students, faculty, staff, and those authorized through an approved facility request form to utilize specific facilities, shall have access to NPC facilities.

NPC does not have any on campus residence halls at the time of adoption of this procedure. If NPC obtains on-campus residence halls in the future, the security of on-campus residence halls on Northland Pioneer

Student Rights and Responsibilities

Security & Campus Access *Continued*

College shall be the responsibility of the housing administrator and residence hall head residents. Off-campus contract residence hall security shall be the responsibility of the contract provider and the individual students. On- and off-campus residence hall students are encouraged to keep their individual rooms locked at all times and are not to keep items of excessive value in their rooms. In addition, all residence hall students are to receive a copy of the residence hall contract that deals specifically with safety and security considerations while living in campus housing.

C. **Campus Law Enforcement**

The college shall work closely with local law enforcement agencies to ensure that proper investigations are conducted and reported to the college. The college will encourage and seek the prosecution of all criminals. Northland Pioneer College designated liaison personnel shall maintain an ongoing working relationship with state and local police agencies. Northland Pioneer College designated liaison personnel shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations.

Northland Pioneer College students, staff and faculty are encouraged to report to the proper police jurisdiction agency, any and all crimes. If the crime occurs on campus/ center locations, it should be reported to the campus/center managers pursuant to subsection A of this procedure.

Any student, staff, or faculty member who becomes aware of a crime, or who is the victim of a crime should make an accurate and prompt report of that crime, in order to ensure successful police action. Pastoral or ecclesiastical leaders are encouraged to suggest voluntary confidential reporting by victims of crimes as set forth in this procedure.

D. **Crime Prevention Awareness and Education**

1. **The annual disclosure of crime statistics.**
The Vice President for Learning and Student Services shall prepare and disseminate as required by law and Northland Pioneer College Policy and Procedure the annual disclosure required. The terms of this procedure shall be included in the annual report. Northland Pioneer College personnel will gather and maintain statistics for the calendar year in which crimes are reported concerning the occurrence of criminal activity

for each and all campuses/centers sites for the following criminal offenses reported to either college personnel or local law enforcement agencies:

- Murder and Non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Northland Pioneer College personnel will also gather statistics concerning on campus arrests and campus disciplinary action for:

- (1) Liquor law violations;
- (2) Drug law violations; and
- (3) Illegal weapons possessions.

Crimes shall be reported by category of prejudice, and by location based on the following breakdown:

- 1) On campus;
- 2) Of the crimes on campus, the number of crimes that took place in dormitories or other residential facilities for students on campus;
- 3) In or on a non-campus building or property; and
- 4) On public property. No statistical report shall contain any information that would identify a victim. The report need not contain any reports from pastoral or ecclesiastical leaders unless the report is made voluntarily and includes permission to include the report in the statistics.

Northland Pioneer College shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations. Off-campus student organizations are those student organizations officially approved and regulated by Northland Pioneer College.

The college will request, through local law enforcement agencies, copies of any and all police reports, concerning incidents or crimes that occur at off-campus student organization locations, which involve students or staff from NPC. College personnel and/or designated liaison personnel shall be responsible to monitor and keep record of all such reports.

All students and employees shall be given the opportunity to learn how to contact appropriate law enforcement officials, the practices and

Student Rights and Responsibilities

Crime Prevention Awareness Continued

procedures which are used by college officials in the reporting of crimes, and encouraged to be responsible for their own safety and the security of others by being notified of this Procedure and the yearly Internet publication of the “*Crime Awareness and Campus Security*” report. (see www.npc.edu/Crime-Statistics) Students shall be informed of the Report and of the importance of security concerns through information provided in the *College Catalog* and at any orientation for students. Employee security training shall be included at least annually in employee training and in new employee orientation. Any programs provided by local law enforcement shall be advertised in such training and orientations.

A letter informing local ecclesiastical leaders of the availability of confidential crime reporting at NPC shall be sent annually to such local leaders.

2. **Warning reports to members of the campus community.**

NPC will immediately and without delay notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus (as defined in the Clery Act). Please note that, should such a warning compromise efforts to contain the emergency, they may be withheld by NPC in accordance with the Act.

If the immediate dissemination would facilitate safety and security because the crimes are considered to represent a threat to students and employees, the college shall disseminate information relating to the crimes indicated in subsection “D” of this procedure on a case by case basis through campus information systems, newsletters, bulletin boards or other informational systems and methods that will facilitate prevention of similar crimes. The college will not disseminate information obtained from reports to pastoral or ecclesiastical leaders unless the victim agrees to voluntarily release the information. No report or informational statement made under this subsection shall include any identifying information about a victim or the accused.

The Residence Hall Administrator, or if the college has no on-campus housing at the time, the Vice President for Learning and Student Services shall

hold regular meetings to inform students of the continued need for security practices, including the protection of their personal property.

3. **College Community Emergency Notification Process**

Each event will be evaluated to determine the notification method. They may include:

- Community Alert System (RAVE)
- Email
- Text Messaging

NPC will test the emergency response and evacuation procedures annually. Testing may be pre-announced or not and will be documented on the NPC website. (*also see How to Keep Informed, page 32.*)

4. **Rape, acquaintance rape, and other forcible and non-forcible sex offenses.**

NPC provides information about sexual harassment, rape, acquaintance rape and other forcible and non-forcible sex offenses through its dissemination of its procedure against sexual harassment in the *College Catalog*, the *Employee Handbook* and student and employee orientation and training.

The following services exist for assistance of victims of sexual assaults: Navajo County or Apache County Attorney Victim Services and Navajo County or Apache County Crime Victim’s Compensation Fund; Community Counseling Center. Contact information for these services is available at the Vice President for Learning and Student Services office. No on-campus counseling is available.

NPC Procedures 2762 and 2625 provide for discipline up to and including termination or expulsion for violations of NPC’s policy against sexual harassment and assault. In accordance with Northland Pioneer College Procedure 2762 NPC provides appropriate action including but not limited to changes in a victim’s academic and living situations (for NPC affiliated housing) if requested by a victim and they are reasonably available.

Notwithstanding any other NPC procedure, an alleged victim of a forcible or nonforcible sexual assault is entitled to have representation at any hearing or proceeding involving the incident on the same basis as the accused, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding

Student Rights and Responsibilities

Sexual Offenses *Continued*

brought alleging a sex offense.

Arizona sex offender registration information can be found at the current Arizona Department of Public Safety Sex Offender Information Site, at the time of revision of this procedure found at http://www.azdps.gov/Services/Sex_Offender/. Some sex offender information is only disseminated locally. The local agency for disseminating sex offender information is the Navajo County Sheriff's Office. Their contact information is PO Box 668, Holbrook AZ 86025, phone (928) 524-4300.

E. Use, and Sale of Alcoholic Beverages and Illegal Drugs.

See Northland Pioneer College Procedures 2624, 2625, 2750 and Policy 1560. NPC students are expected and required to report to school in appropriate mental and physical condition. It is NPC's intent and obligation to provide a drug and alcohol free, healthful, safe, and secure environment.

Based on Policy #1350; Rev 6/11, [see also Procedure #2510]

Drug-Free Student Environment

A Matter of Substance

The Drug-Free Schools and Communities Act of 1989

On Dec. 12, 1989, President George H. W. Bush signed the Drug-Free Schools and Communities Act Amendments of 1989. Essentially these amendments require that institutions, such as Northland Pioneer College who contract with or receive grants from federal agencies, certify that they will meet certain requirements for providing a drug-free environment.

The governing board and administration believe strongly in the right of students to learn in an environment that is free from illegal drugs and alcohol use. The college expects to comply fully with the act and is taking the following steps to ensure a drug- and alcohol-free environment.

1. A drug- and alcohol-free student workplace environment policy and procedure has been developed and approved by the governing board.
2. The college will comply with the amendments by taking a position that conforms to its requirements.
3. Each student will be informed to the college's position on maintaining a drug- and alcohol-free work environment.
4. Students are expected and required to report to school in appropriate mental and physical condition. It is NPC's intent and obligation to provide a drug- and alcohol-free healthful, safe and secure school environment.
5. The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on college premises or while participating in any college activity.
6. Violations will be referred to the Vice President of Learning and Student Services for action in accordance with Procedure #2625 (Student Code of Conduct, *see page 63*). Disciplinary sanctions will be imposed, consistent with local, state and federal law. Violations may result in probation, suspension from school or expulsion. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.
7. The college recognizes drug and/or alcohol dependency as illnesses and major health problems. The college also recognizes drug and alcohol abuses as potential health, safety and security problems. Students needing help in dealing with such problems are encouraged to seek it, either through their own resources or by requesting help or referral through the advising office. Conscientious efforts to seek help will not jeopardize a student's enrollment.
8. Serious violations will result in students being reported to local law enforcement officials for appropriate local, state or federal action. Prosecution can result in fines, prison terms or both.

Drug and Alcohol Abuse

What are the Costs? What are the Dangers?

The monetary effects of drug and alcohol abuse on individuals in this country run into billions of dollars annually. Abuse of controlled substances has direct costs of increased medical expenses in addition to the indirect cost associated with increased sick days, lower productivity, poor work performance and drug-related crimes.

Estimates of the percentage of accidents attributable to drug and alcohol abuse are in the 50 percent range. This includes automobile, home and work-related accidents. Many of these accidents result in death, serious injury or permanent disability to their victims. And, it is noteworthy that it is not always the substance abuser who is the victim of such

Student Rights and Responsibilities

Drug and Alcohol Abuse *Continued*

accidents. Frequently it is the coworker, the family member, the passenger in the other car who is injured or killed as a result of another person's substance abuse.

Northland Pioneer College places a high value on its students and recognizes that they have a right to learn in a safe environment, free from drugs and alcohol. The college will make every effort to provide this kind of environment through the support and enforcement of its Drug-Free Policy.

Substance Abuse Problems

Need Help?

If you have a problem with drug or alcohol dependency and wish to get help you may contact a Northland Pioneer College academic adviser. Your request for assistance will be held in strictest confidence and you will be referred to one of the following community agencies: (Area Code 928)

Community Counseling Centers, Inc.

Holbrook, 524-6126

Show Low, 537-2951

Winslow, 289-4658

White Mountain Apache Tribe

Rainbow Center, 338-4858

Hopi Guidance Center

737-6300

Navajo Nation Department of Behavioral Health Services

871-6235

Community Information & Referral Services

(800) 352-3792

Description of Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol, and the college has reference materials available to any person who is concerned about his/her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the advising offices. Health risks associated with commonly used illicit drugs and alcohol are listed hereafter.

1. Marijuana or Hashish

Marijuana, which is also known as pot and comes from the cannabis plant, may have the following effects: It is harmful to unborn children during pregnancy, can lead to lung disease, can inhibit short-term memory, can slow reaction time, can impair visual tracking, can speed up heartbeat and lead to high blood pressure, can break down

immune system or depress immune system; and most important, frequent use is linked to cognitive impairment (an inability to think abstractly and understand concepts.)

2. Hallucinogens

The hallucinogens (drugs that produce changes in perception, mood and thought) include Ecstasy, LSD, mescaline, psilocybin, DMT, and STP. PCP, a dissociative anesthetic, has similar effects. The effects of LSD are unpredictable and may range from euphoria and heightened sensory awareness to hallucinations, panic reactions and flashbacks. PCP is a very dangerous drug that also has terribly unpredictable effects involving development of psychotic states or severe depression. Medical treatment is necessary in cases of severe hallucinogen reactions.

3. Depressants, Barbiturates, and Tranquilizers

Depressants, barbiturates and tranquilizers have depressing effects on the central nervous system and can lead to physical and psychological dependence. These drugs are popular and are overused by Americans.

4. Cocaine

Cocaine is an "upper" derived from the leaves of the South American coca plant. It is an expensive drug used by people in many professions, despite its illegal status. Regular use can lead to depression, weight loss, paranoia and hallucinations. These effects are the more positive ones associated with cocaine and are similar to those caused by amphetamines. Cocaine is a powerful drug that over stimulates the central nervous system and produces an artificial euphoria. Even the occasional user takes dangerous chances, but chronic use can create a harmful dependency that affects behavior and multiplies health risks. To make matters worse, cocaine tricks people into feeling better than they are, making it possible for them to put on a "superhuman" exterior, while inside they may be suffering. Similar effects may be obtained from the closely related substance known as crack.

5. Opiates

The opiates – opium, its derivatives (Morphine, heroin and codeine), and the synthetically produced drug methadone have sedative and analgesic effects. Heroin is the opiate that is of most concern to law-enforcement officials. Initially an extremely pleasant drug, heroin use

Student Rights and Responsibilities

Health Risks *Continued*

quickly leads to dependence and increasingly larger quantities must be taken simply to ward off withdrawal symptoms. The exposure orientation holds that addiction results simply from exposure to the drug over time.

6. Amphetamines

Amphetamines, methamphetamine, crank, or ice are sometimes known as “speed” or “uppers.” Other forms of amphetamines are prescribed by doctors to suppress appetite and relieve mild depression. For people who have neurological and behavior disorders, amphetamines can be harmful. But amphetamine abuse in a normal person can lead to full-blown psychosis as well as to milder effects such as insomnia, restlessness, irritability, difficulty in concentrating, agitation and confusion.

7. Alcohol

There are several typical patterns to alcohol abuse: regular, daily use of large quantities; regular, heavy drinking confined to such periods as weekends; and unpredictable binge drinking. Alcohol abuse is often called problem drinking, whereas alcohol dependence is referred to as alcoholism. There is an extremely wide range of problems associated with alcohol abuse. Health risks may include hallucinations, strokes, nerve and muscle damage, alcoholic hepatitis, cirrhosis of the liver, cancer and many others, including death. The connection between alcohol and fatal road accidents makes this drug one of, if not the, most dangerous of drugs.

Drug-Free Workplace

1. Employees who fail to abide by the terms and conditions of Policy #1560 (Drug-Free Workplace) shall be subject to the Due Process Policy and Procedure of the college (#1591 and #2755). Violation of this policy may result in disciplinary action up to and including terminations. In addition there may be possible legal consequences for some violations.
2. An employee must inform his or her supervisor of a conviction no later than five days after criminal conviction for illegal drug activity occurring on or off college premises while conducting college business. Failure to report such conviction will subject the employed to the Due Process Policy and Procedure as specified above.
3. Any employee reasonably believed to constitute a risk to persons or property while operating any college equipment will not be permitted to do so. Any employee asked not to operate college equipment or drive a personal vehicle because of impairment, but who insists, will be advised that the college will immediately report this to the appropriate law enforcement agency, when applicable.
4. Any employee with a drug or alcohol problem is encouraged to seek help. Such may be sought through the employee’s own resources or through his/her supervisor, the director of human resources or other agencies. An employee’s request for assistance does not jeopardize his or her job rights. However, the seeking of such help does not prevent disciplinary action under any college policy violation for impaired job performance.

Drug Prevention Program

Review and Retention of Records

For the 2013-14 academic year, 5,000 College Catalogs were distributed noting the college’s anti-drug and alcohol position and the contact personnel that could provide referral assistance. Referral Guides are available online at https://mynpc.npc.edu/ICS/NPC_Life/.

During the 2012 calendar year, district-wide there were 7 burglaries, 2 motor vehicle thefts, 2 forcible sex offenses, one liquor law and one drug law violation. For information by location see: www.npc.edu/Crime-Statistics.

Alcohol and Drug Policy and Prevention

Beginning with academic year 2003-04, the *Crime Awareness and Campus Security Report* is available through the NPC website at www.npc.edu and in written form upon request. A printed copy of all information available on this website may be obtained by contacting Mark Vest, Vice President for Learning and Student Services, at (800) 266-7845, ext. 6141, or email mark.vest@npc.edu.

Release of Educational Records

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian.

Students should submit to the record custodian or appropriate college staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Limitation on Right of Access

Northland Pioneer College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before Jan. 1, 1975.
3. Records connected with an application to attend Northland Pioneer College or a component unit of Northland Pioneer College if that application was denied.
4. Those records which are excluded from the FERPA definition of educational records.

Annual Notification of FERPA Rights

Students will be notified of their FERPA (Family Educational Rights and Privacy Act) by publication in the schedule of classes each semester and on the NPC website, www.npc.edu, in the Public Notices section.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

2. Students should submit to the college registrar a written request that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
3. The right to request amendment of the student's education records that the student believes is inaccurate.
4. Students may ask the college to amend a record that they believe is inaccurate. The student should write the college official responsible for the record, clearly identify the part of the record requested to be changed, and specify why it is inaccurate.
5. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Navajo County Community College District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland Pioneer College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Student Rights and Responsibilities

Directory Information Continued

Notice of Directory Information

Northland Pioneer College has designated the following items as directory information: student name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, photographs, audio or video recordings, and the most recent previous school attended. The college may disclose any of these items without prior consent, unless notified in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring semester if student was not enrolled fall semester. Students must notify the college each year they are in attendance if they do not want their directory information disclosed.

Harassment and Unlawful Discrimination

Procedure 2762

Northland Pioneer College, consistent with its commitment to provide a healthy working and learning environment for all professors, staff members and students, will not tolerate sexual harassment or discrimination that violates federal or state law.

I. Definitions

A. Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status; (2) submission or rejection to such conduct by an individual is used as the basis for employment decisions affecting such individuals, or a student's status; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

B. Unlawful Discrimination

Not all discrimination is unlawful. For example, discrimination based on merit such as in awarding differing grades to students based on performance is lawful. Likewise, employment discrimination based on performance, all things being equal is lawful. Unlawful discrimination is that discrimination prohibited by law such as discrimination in employment based on

race, color or national origin. Likewise, discrimination based on age as defined by the Age Discrimination in Employment Act or based on disability as defined by the Americans with Disabilities Act or the Rehabilitation Act is illegal. Generally speaking, discrimination based on race, color, national origin, sex or religion is illegal and will not be tolerated at Northland Pioneer College.

II. Educational Programs

A. Human Resources Office

The Human Resources Office provides educational and training programs that will assist members of the college community in understanding that sexual harassment, hazing and unlawful discrimination will not be tolerated. The office staff also helps the college community understand and recognize discrimination and harassment in its many forms, and informs the college community how to report harassment or unlawful discrimination when it occurs. As part of this program, the Human Resources Office distributes copies of this procedure to all offices at the college and presents periodic workshops and seminars at least once a year.

B. Other Education

Supervisors and department heads shall also help educate employees under their direction or supervision about this procedure concerning Harassment and Unlawful Discrimination. Student services administrators provide the student body members information about the college's procedure concerning Harassment and Unlawful Discrimination.

III. Complaint Procedures

A. Duty to Report

Any employee who feels that he or she has been sexually harassed or unlawfully discriminated against shall immediately report it to their supervisor, department head or vice president. Any student who feels that he or she has been sexually harassed or unlawfully discriminated against shall immediately report it to any student services administrator or the Vice President of Learning and Student Services. In the event that the employee or student cannot report the conduct to one of these persons, or in the event that the supervisor, department head, student services administrator, or a vice president is the person accused, the employee or student shall report the harassment to the Human Resources Office. In the event the Human Resources Office is involved, the report shall be to the

Student Rights and Responsibilities

Complaint Procedures Continued

president. In the event the president is the subject of the complaint the report shall be to the NPC Board.

B. Supervisor Duty to Report

Any employee, supervisor, department head or student services administrator who becomes aware of possible harassment of, or unlawful discrimination against, an employee or student, either as a result of having received a complaint directly from the employee or student, or from any other reliable source of information, shall immediately report the harassment to the appropriate supervisor, department head or vice president; or in the event that the supervisor, department head or vice president is the person accused, the supervisor shall report the harassment to the Human Resources Office. All such reports shall be in writing.

C. Investigation

All reports of harassment or discrimination shall be investigated by Northland Pioneer College. The vice president or dean of the affected department, the Vice President of Learning and Student Services, or an individual appointed by the president in consultation with College Counsel shall conduct an investigation and recommend corrective action to the president. All complaints of sexual harassment or unlawful discrimination shall be promptly and thoroughly investigated. To the extent possible, a complaint will be treated as confidential; however, the college has a responsibility to all employees and students to investigate harassment or unlawful discrimination charges, which may include interviewing the offenders and any possible witnesses. Following the investigation, the entity conducting the investigation shall recommend appropriate action on all violations of this procedure concerning harassment and unlawful discrimination and shall file a written report of its investigation including any corrective action suggested with the president. In the event that the harassment complaint involves the president, the board shall perform the responsibilities of the president in the matter.

D. No Retaliation

Under no circumstances will any person be retaliated against for making a good faith complaint concerning harassment.

IV. Discipline

A. Corrective Action

Any employee or student who has been found to have violated this procedure concerning harassment and unlawful discrimination will be subject to disciplinary action up to and including termination or expulsion. The president or his or her designee shall impose corrective action or discipline based on the report of the investigation.

B. Appeal

If the corrective action is covered by College Procedure 2755, "Due Process: Suspension Without Pay or Dismissal," the college shall proceed accordingly. If the corrective action involves a student, NPC shall follow Procedure 2625. If the corrective action does not involve Procedure 2755 or a student, the individual involved may request an opportunity to present information or evidence to the president regarding the corrective action. Such a request shall be in writing and include a description of the information, why it is relevant, and whether it was previously disclosed in the process of the investigation. The president may meet with the employee, confer with the employee or others or otherwise consider the information. The president shall render his or her decision within a reasonable time. The president's decision is final. An aggrieved student complainant may file a grievance under Procedure 2605 for an action or inaction if the college does not initiate a Student Conduct Code proceeding. The presiding authority in any proceeding brought under any college procedure may protect an alleged victim of sexual harassment from further harassment by allowing appropriate modifications to procedure upon the agreement of the college.

C. General Duties of College Personnel and Students

In addition to the specific reporting requirements under the complaint portion of this procedure, all college employees, faculty members, students and staff members have a responsibility to maintain a proper learning environment at Northland Pioneer College. That responsibility includes not participating in or encouraging unlawful discrimination or sexual harassment, and when necessary preserving a proper learning environment, reporting any unlawful discrimination or sexual harassment, and cooperating in any investigation of improper conduct. A failure to fulfill the responsibility detailed in this subsection is cause for discipline up to and including expulsion or termination.

Student Rights and Responsibilities

Discipline *Continued*

D. False Accusations

The college recognizes that false accusations of harassment or unlawful discrimination, especially of sexual harassment, may have serious effects on innocent individuals. Any employee or student who knowingly files a false charge of harassment or unlawful discrimination, or who gives false information concerning a charge of harassment or unlawful discrimination, shall be subject to disciplinary action up to and including termination or expulsion.

[Based on Policy #1541; Rev May 1, 2006]

Hazing Prevention

A.R.S. §15-2301

Procedure 2627

NPC seeks to promote an encouraging learning environment. Hazing is antithetical to that goal. Hazing by organizations, groups or individuals will not be tolerated at NPC. All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the Hazing Prevention Procedure, including reporting incidents of hazing when they occur.

I. Definitions

- A. “Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
1. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
 2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Examples of hazing include paddling in any form, physical or psychological shocks, late work sessions that interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation or embarrassment.

- B. “Organization” means an athletics team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.
- C. For purposes of this procedure, “student” means any person who is enrolled at NPC, any person who has been accepted for enrollment at NPC or any person who intends to enroll at NPC within the next 12 months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this procedure until the person graduates, transfers or withdraws from NPC.

II. Prohibited Conduct

- A. Hazing is prohibited at NPC.
- B. Any solicitation to engage in hazing is prohibited.
- C. Aiding and abetting another person who is engaged in hazing is prohibited.
- D. It is not a defense to a violation of the hazing prevention policy if the hazing victim consented to or acquiesced in the hazing activity.
- E. All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention policy.

III. Complaints and Reports

- A. **Duty to Report.** Any employee or student who witnesses, becomes aware of, or is the victim of hazing shall immediately report the incident to the Vice President of Learning and Student Services. If the Vice President of Learning and Student Services is unavailable or a report to the VP would involve a conflict of interest, the employee or student shall report the hazing to the president. The report or complaint shall be in writing if an employee is making it and shall be requested to be in writing if a student is making the complaint or report. If the student declines to make the report or complaint in writing, the NPC employee who takes the report or complaint shall file the report in writing.
- B. **Investigation.** All reports or complaints of hazing shall be investigated by the Vice President of Learning and Student Services or by an investigator appointed by the president if the Vice President of Learning and Student Services is unavailable for any reason. All complaints or reports of hazing shall be promptly and thoroughly investigated. To the extent possible, a hazing complaint will be treated as confidential; however, the college has a responsibility to all

Student Rights and Responsibilities

Complaints and Reports Continued

employees and students to investigate hazing charges, which may include interviewing the offenders and any possible witnesses. Following the investigation, the Vice President of Learning and Student Services shall take or recommend appropriate action on all violations of this Procedure Against Hazing and shall file a written report of the investigation to the president including an indication of any corrective action that will be taken. Corrective action may include making recommendations for employee discipline to the president, including, but not exclusively, institution of due process, Procedure 2755, or commencement of a student disciplinary proceeding under Procedure 2625. Any decision not to take action shall be communicated to any complainant. An aggrieved complainant may appeal the decision through the student or employee grievance procedures.

- C. **Sanctions.** Violations of this procedure shall be considered a grave violation of the Student Conduct Code and Procedure 2625 and will subject a student to discipline up to and including dismissal. Any employee violation of this procedure shall be considered cause for discipline up to and including dismissal. In addition to these consequences, an organization as defined in this procedure may be disciplined by suspension of its permission to conduct operations at NPC if the organization knowingly permitted, authorized or condoned the hazing activity.

Other sanctions against an organization may include:

1. Loss of campus privileges for the student organization;
2. Restitution for damages that may have resulted from the incident;
3. A statement of warning; and
4. A probationary period.

Reinstatement of the organization may be conditioned on compliance with any of the foregoing or any other reasonable conditions imposed by NPC. An organization shall be afforded a pre-suspension hearing before the president, or his designee, to afford it an opportunity to rebut the allegations against it. Any substantiated hazing activity that involves a violation of criminal law by any person shall be reported to local law enforcement personnel.

IV. Intention

This procedure is not intended to prohibit:

1. Customary athletics events, contests or competitions that are sponsored by an educational institution.
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

[Based on Policy #1541 and A.R.S. § 15-2301, revised 8/13/03]

Peer-to-Peer Distribution of Intellectual Property

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), Northland Pioneer College is hereby providing this annual disclosure of information related to the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property.

College users are reminded that **federal copyright laws** apply to many forms of intellectual property including copyrighted music and videos. This warning applies to printed and digital materials. Users must not engage in illegal music, video, or movie downloads. When it is determined that a user is suspected of distributing copyrighted materials without proper authorization, NPC's Information Services division will conduct a thorough investigation of the circumstances and may then refer the matter to the appropriate vice president for action.

It should be noted that Digital Millennium Copyright Act (DMCA) notices that come from outside the college are based on investigations that have already been conducted. Federal and state officials have the authority to prosecute offenders based on the evidence they possess relative to the incident. The jurisdiction of such officials supersedes that of any Northland Pioneer College disciplinary action.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Student Rights and Responsibilities

Intellectual Property *Continued*

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

NPC has additional information resources available on our website:

NPC Procedure 2130: Computer and Electronic Access and Usage: <http://www.npc.edu/procedure-2130>

NPC Procedure 2131: Peer-to-Peer File Sharing: <http://www.npc.edu/procedure-2131>

General copyright information: <http://www.npc.edu/academics/library/research-assistance/copyright>

Legal Sources for Online Content (music, videos, etc.) https://mynpc.npc.edu/ics/Legal_Downloads.jnz

Student Photo and Videotape Notice

NPC takes photos and video footage of students throughout the year. These images often include students in classrooms, study areas, music and theater productions and other events. NPC reserves the right to use these images as part of its publicity and marketing efforts. Students who enroll at NPC do so with the understanding that these images might include them and might be used in college publications and for publicity.

For any course presented via interactive instructional video (VID), audio (AUD), and/or in the model classrooms (MODL) each student’s voice, physical presence and participation in classroom activities will be transmitted to distance-learning sites. Similarly, student’s participation in Internet courses, including written assignments, could be accessible to others via the Internet. By registering for these

classes each student agrees that the transmission of his/her voice, presence, assignments and participation in these classes will not be in violation of his/her personal rights and each student hereby releases any claim for the use of such for the duration of the class.

Student Appeal of Grade

A student who believes that an unfair grade has been awarded may appeal the grade by sequentially following the steps described below. Any appeal must be initiated no later than five (5) weeks from the start of the semester immediately following the awarding of a grade. (A summer session does not constitute a “semester.”)

A grade may be changed without an instructor’s consent, but only if evidence demonstrates beyond a reasonable doubt that the grade awarded represents a significant injustice to the student, and only by following these procedures. If the student receives a satisfactory decision at any stage in the process, the Records & Registration Office will be directed to modify the student’s transcript accordingly.

Step I:

The student will request a meeting with the instructor, giving notice that the appeal process is initiated. If a mutually satisfactory understanding is reached, the process is concluded. If not, the student may proceed to Step II.

Step II:

The student may consult with an adviser regarding the appeal. The adviser will attempt to mediate between the student and instructor. If a mutually satisfactory understanding is reached, the appeal process is concluded. If not, the student may proceed to Step III.

Step III:

The student may appeal to the dean/director of the appropriate division within five working days of completing Step II. The dean/director will request a written statement from the student prior to the conference, indicating the basis for the appeal.

The dean/director will then assume a mediating role, convening a conference with the student, instructor, and anyone else believed capable of assisting in reaching a resolution. The conference must occur within 10 working days. The dean/director will provide a written response to the student, instructor, and Vice President for Learning and Student Services within 10 working days following the conference.

In the event a dean is the instructor of issue in the appeal, the Vice President for Learning and Student Services will appoint another dean to mediate.

Student Rights and Responsibilities

Student Appeal of Grade *Continued*

If either party is not satisfied with the recommendation, the process may proceed to step IV.

Step IV:

A written appeal is made to the Vice President for Learning and Student Services within five working days of receiving the response written in Step III. The vice president will then conduct an inquiry involving all parties within 10 working days. A decision will be rendered based on the inquiry and reported in writing to both parties within 15 working days of receiving the appeal.

If either party is not satisfied with the recommendation, the process may proceed to Step V.

Step V:

An appeal can be made within five working days of receiving the response written in Step IV. It must state the specific grounds for the appeal, referencing and attaching all responses prompted by the preceding steps.

The college president will conduct an inquiry involving all parties. The president may then elect to hear the appeal, or make a decision based on evidence gathered from the inquiry. Whichever option the president chooses, the decision is final and binding.

Both parties will be notified in writing within 25 days of receiving the appeal.

Note: If an instructor is on leave at any juncture of the five-step period, the process may be delayed until he or she returns.

Student Conduct Code

Procedure 2625

The college offers each of its students the freedom to learn and to enjoy the benefits and rewards of college life. In return, the college expects each student to assume the responsibilities that accompany these freedoms. In accordance with laws enacted by the Arizona State Legislature, the Northland Pioneer College District Governing Board has adopted the following code of student conduct and discipline.

Article I: Definitions

A. The following are definitions of terms or phrases contained within this document. The following definitions apply to this procedure only.

1. **College Community** – any person who falls into the following groups: student, faculty member, college official or any other person employed by

the college. The Vice President for Learning and Student Services shall determine a person's status in a particular situation.

2. **College Official** – any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.
3. **College Premises** – includes all land, building, facilities and other property in the possession of or owned, used or controlled by the college.
4. **Days** – Working days exclusive of official holidays as identified in the college catalog; all time lines may be extended by mutual agreement of involved parties.
5. **Faculty Member** – any person hired by the college to conduct instruction.
6. **Student** – all persons taking courses at the college either full time or part time. Persons who are not officially enrolled within a four-semester time period but who have a continuing relationship, based on attendance with the college, within a two-year period of time, are considered “students.”
7. **Vice President for Learning and Student Services** – College administrator designated by the President for oversight and administration of all academic violations of the Student Conduct Code.
8. **Academic Misconduct** – all acts of misconduct associated with academic work in a classroom, laboratory, online or clinical learning setting. Academic misconduct includes, but is not limited to, cheating and plagiarism. The Vice President for Learning and Student Services shall have final judgment over whether an act of misconduct is considered to be academic or non-academic.
 - (a) **Cheating** – includes, but is not limited to, the following:
 1. Use of any unauthorized assistance in taking quizzes, tests, assessments or examination;
 2. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments or clinical responsibilities; and
 3. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Student Rights and Responsibilities

Student Conduct Code Definitions *Continued*

- (b) **Plagiarism** – includes, but is not limited to, the following:
1. Use of paraphrase or direct quotation of the published or unpublished work of another person without their full and clear acknowledgement;
 2. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials; and
 3. Use of information gathered from the internet that is not properly acknowledged or identified as such.

Article II: Administration of Student Conduct Code

1. Depending on whether a case involves non-academic or academic misconduct, the Vice President for Learning and Student Services shall determine the composition of the student conduct hearing committee and determine who shall be authorized to hear each case.
2. The Vice President for Learning and Student Services shall develop procedures for the administration of the Student Conduct Code and rules for the conduct of hearing that are consistent with provisions of the student code.
3. Decisions made by the Vice President for Learning and Student Services shall be final, pending the use of the student grievance procedure.

Article III: Prescribed Conduct

A. Jurisdiction of the College

Generally college jurisdiction and discipline shall be limited to conduct which occurs on college campus or center premises and/or supervised activities, or which adversely affects the college community and/or pursuit of its objectives.

B. Conduct – Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Academic misconduct, as defined in Article I, Item 8 of the Student Conduct Code.
2. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
4. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.
5. Illegal manufacture, use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
6. Use, possession, or distribution of alcoholic beverages or public intoxication.
7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
8. Participation in a college demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities on college premises; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
9. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
10. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on college premises.
11. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
12. Gambling on college premises.
13. Violation of published Governing Board policies, college rules or regulations.
14. Violation of federal, state or local law on college premises or at college sponsored or supervised activities.
15. Theft or other abuse of computer time, including but not limited to:
 - (a) unauthorized entry into a file, to use, read or change the contents or for any other purpose;
 - (b) unauthorized transfer of a file;

Student Rights and Responsibilities

Prescribed Conduct *Continued*

- (c) unauthorized use of another's identification and password;
 - (d) use of computing facilities to interfere with the work of another student, faculty member or college official;
 - (e) use of computing facilities to send obscene or abusive messages;
 - (f) use of computing facilities to interfere with normal operation of the college computing system;
 - (g) violation of any and all posted policies and procedures regarding use of college computers.
16. Failure to comply with the sanctions imposed under the student code.
 17. Conduct that is not specifically prohibited which may include verbal or non-verbal expressions or actions that could cause serious discomfort, hardship or embarrassment to individuals or discredit to the institution.
- C. **Violation of Law and College Discipline**
1. When a student is charged only with an off campus or center violation of federal, state or local laws but not with any other violation of this student code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt, e.g. "no contest" or "*nolo contendere*."
 2. College disciplinary proceeding may be instituted against a student charged with violation of a law that is also a violation of the student code, for example, if both violations result from the same factual situation, without regard to the tendency to civil litigation in court or criminal arrest and prosecution. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
 3. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special considerations for the individual because of their status as a student. If the alleged offense is also a subject of a proceeding before a hearing committee under the student code, however, the college may advise off campus authorities of the existence of the student code and

of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the probation or parole of student violators.

Individual students and institutional employees, acting within their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Article IV: Procedures

A. Procedure for Adjudication of Student Misconduct

Any member of the college community may file charges against any student for their conduct under the student code. Charges shall be prepared in writing and directed to the Vice President for Learning and Student Services for administration of the Student Conduct Code. The Vice President for Learning and Student Services will adjudicate all non-academic and academic misconduct. The vice president shall hereafter be referred to as "the appropriate administrator".

1. Any charges should be submitted within thirty days of the incident. The appropriate administrator will rule on the timeliness of the charges.
2. The appropriate administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the appropriate administrator. Such administrative judgments shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the appropriate administrator may later serve in the same matter as the hearing committee or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five or more than fifteen working days after the student has been notified. Maximum time limits for scheduling of hearing may be extended at the discretion of the appropriate administrator. The appropriate administrator may appoint a hearing committee consisting of one administrator, one faculty member, and one classified staff member. Should the hearing committee determine that charges have merit, the committee will recommend to the appropriate administrator the nature of the sanction to be imposed on the student.

Student Rights and Responsibilities

Procedures Continued

B. Interim Suspension

In certain circumstances, the Vice President for Learning and Student Services may impose an interim suspension prior to a hearing or rendering of administrative judgment.

1. Interim suspension may be imposed only for the following:
 - (a) To insure the safety and well-being of members of the college community or preservation of college property.
 - (b) To insure the student's own physical or emotional safety and well-being.
 - (c) If the student poses a definite threat of disruption of or interference with the normal operations of the college.
2. During the interim suspension, the student shall be denied access to the college including classes and/or all activities or privileges for which the student might otherwise be eligible, as the Vice President for Learning and Student Services may determine to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the student code:
 - (a) **Warning** - a notice in writing from the Vice President for Learning and Student Services by certified mail to the student that the student is violating or has violated institutional regulations.
 - (b) **Probation** - a written reprimand for a violation of specified regulations which prohibit the student from representing the college or participating in student activities. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
 - (c) **Loss of privileges** - denial of specified privileges for a designated period of time.
 - (d) **Restitution** - compensation for loss, damage or injury.
 - (e) **Discretionary sanctions** - work assignments, service to the college or other related discretionary assignments.
 - (f) **College suspension** - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- (g) **College expulsion** - separation of the student from the college. The Vice President for Learning and Student Services may review this sanction at a later time, but not less than two calendar years after the date the expulsion occurred.
2. More than one of the above sanctions may be imposed for any violation.
 3. All sanction(s) shall be determined and imposed by the Vice President for Learning and Student Services based upon administrative judgment or the findings and conclusions of the hearing committee. The Vice President for Learning and Student Services will consider the recommendations for sanction(s) of the hearing committee but will not be bound by its recommendations. The Vice President for Learning and Student Services will forward the sanction(s) determined to be appropriate along with the findings and conclusions to the accused student within two working days after receipt of the findings.
 4. No student may be found to have violated the student code solely because the student failed to appear before the Vice President for Learning and Student Services or hearing committee. In all cases, the evidence and support of the charges shall be presented and considered.

Article V: Hearings

- A. **Hearing shall be conducted by the appropriate administrator according to the following guidelines.**
 1. Hearings shall be normally conducted in private.
 2. Admission of any person to the closed hearing shall be at the discretion of the appropriate administrator.
 3. In hearings involving more than one accused student, the appropriate administrator, in their discretion, may permit the hearing concerning each student to be conducted separately.
 4. The complainant and the accused shall have the right to be assisted by any adviser they choose, at their own expense. The adviser may be an attorney. Both the complainant and the accused are responsible for presenting their own case and, therefore, advisers are not permitted to speak or participate directly in any hearing before a hearing committee.
 5. The complainant, the accused, and the hearing committee shall have the privilege of presenting witnesses, subject to the right of cross-examination.

Student Rights and Responsibilities

Hearings Continued

6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the appropriate administrator.
7. All procedural questions are subject to the final decision of the appropriate administrator.
8. After the hearing, the hearing committee (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of the student code. The hearing committee shall render written findings of fact and conclusions and forward with recommended sanctions to the appropriate administrator within three working days of the conclusion of the hearing.
9. The hearing committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the student code.
10. The hearing guidelines outlined in Article V only apply to Article V of the Student Conduct Code.

B. Administration of Conduct Records

Other than college expulsion, disciplinary sanctions shall not be made part of the student's academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon the student's application to the Vice President for Learning and Student Services, depending on the nature of the disciplinary action. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged, at the student's request, from the student's confidential record five years after final disposition of the case.

C. Appeals

Appeals will be handled according to Procedure #2605 - Student Grievance, beginning at step four. An appeal must be initiated within ten (10) days from the date of mailing of written sanction notification to the student's last known address on file at the NPC Records and Registration Office. It is the responsibility of the student to keep his/her address current with the Registrar's Office.

[Based on Policy #1440; Rev 07/09]

Plagiarism Traffic School

The Plagiarism Traffic School is an alternate disciplinary resource for instances of possible plagiarized work instead of the *Student Conduct Code*. Students receive a referral form via email with directions to complete a tutorial and submit paperwork within two (2) weeks. If the deadline is not met, the Vice President for Learning and Student Services will contact the student for a *Student Code of Conduct* violation. The online tutorial program is maintained by VAIL (Virtual Academic Integrity Laboratory) at the University of Maryland's University College. Students may choose to use this resource even if not required by an instructor. You'll find the link under the *MyCourses* tab in your *MyNPC* account.

Student Grievance

Students who believe that they have been treated unfairly may use this Procedure to have their views considered. This procedure applies to all student grievances except those that are governed by more specific procedures, such as Procedure #2666, Student Appeal of Grades, and Procedure #2627, Hazing. Nothing in this procedure is intended to limit the Administration's ability to investigate possible problems without regard to whether a grievance has been submitted.

This Procedure should be used only for problems that affect a student directly and in a significant way. Insubstantial grievances may be disposed of summarily.

Initiating a Grievance

A student who has a grievance shall first attempt to resolve the grievance informally. If that cannot be done, or if informal attempts to resolve the grievance would be futile, the student shall submit a statement of grievance to the Vice President for Learning and Student Services. The statement shall:

- State that the student is invoking the grievance procedure.
- Provides the student's name and contact information.
- Identify the nature of the grievance, including the names of any individuals whose actions or inaction are relevant to the grievance.
- State what action the student wants to have taken to resolve the grievance.

Student Rights and Responsibilities

Initiating a Grievance Continued

- Identify the steps that have been taken to resolve the grievance informally and the outcome of such efforts. If the student believes that informal attempts to resolve the grievance would be futile, the student shall explain why.

Grievances should be submitted promptly. Undue delay in submitting a grievance may result in dismissal of the grievance.

Investigation of the Grievance

The Vice President for Learning and Student Services shall determine how best to investigate the grievance. The Vice President for Learning and Student Services may investigate the grievance personally. The investigation may instead be assigned to an employee who has sufficient authority over the individuals or the condition involved to resolve the grievance if it is found to be meritorious. The Vice President for Learning and Student Services may take such other approach to investigating the grievance as may be appropriate.

If the Vice President for Learning and Student Services determines that the student has made insufficient efforts to resolve the grievance informally, the Vice President for Learning and Student Services may decline to investigate the grievance until such efforts have been made.

Decision

Whoever investigates the grievance shall render a written decision within thirty days after the statement of grievance has been filed. If unusual circumstances make compliance with that deadline impractical, a decision shall be rendered as soon as possible, but in no event more than sixty (60) days after the statement of grievance has been filed.

The written decision shall state the reasons for the decision. It shall be shared with the student who brought the grievance.

No Reprisals

No reprisals shall be taken against any student for bringing a grievance or for cooperating with the investigation of a grievance.

Student Right-To-Know

As required through the Student Right-To-Know and Campus Security Act of 1990, Northland Pioneer College is obligated to annually disclose graduation and transfer-out rates to current and prospective students. Individuals seeking this information should contact the office of the Vice President for Learning and Student Services.



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