

Student Rights and Responsibilities



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Policies and Procedures Impacting Students

Updates to this information can be found on the NPC website, www.npc.edu/policies-procedures.

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, with the exception of Title IX protections for pregnant and/or parenting students. 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 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

Also, see How to Keep Informed, page 50

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:

Dial 911. Use pay or public telephone at the campus/center as appropriate. Pay/public telephone availability is as follows:

- Hopi Center: Public phone in student lounge/lobby.

Student Rights and Responsibilities

Plan for Crime Awareness and Campus Security Continued

- Kayenta Center: Public phone in the center office.
 - Little Colorado Campus: Public phones in student lounge and learning center lobby.
 - Painted Desert Campus: Public phone in the student center lounge.
 - Silver Creek Campus: Public phone in learning center lobby.
 - St. Johns Center: Public phone in the center office at the front desk.
 - Springerville/Eagar: Center: Public phone in the center office.
 - White Mountain Campus: Public phones in Aspen Center hallway, Aspen Center office, learning center lobby, Goldwater hallway, Ponderosa lobby, and student lounge.
 - Whiteriver Center: Public phone in the student lounge.
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. 6129. 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 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 1102.)
 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 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.

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 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.

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.

Student Rights and Responsibilities

Campus Law Enforcement Continued

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
- Nonforcible 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:

- Liquor Law Violations;
- Drug Law Violations; and
- Illegal weapons possessions.

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

- On campus;
- Of the crimes on campus, the number of crimes that took place in dormitories or other residential facilities for students on campus;
- In or on a non-campus building or property; and

- 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 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

Student Rights and Responsibilities

Campus Law Enforcement Continued

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 50.)

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 Procedure 1102 provides 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 1102 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 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 www.azdps.gov/services/public/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; [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. Drug- and alcohol-free student workplace environment policy #1560 and procedure #2624 have 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

Student Rights and Responsibilities

Drug-Free Schools Act Continued

- 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 180). 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 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)

Change Point Integrated Health

Holbrook, 524-6126

Show Low, 537-2951

Snowflake/Taylor, 536-6869

Winslow, 289-4658

Community Information & Referral Services

Dial 2-1-1 within Arizona (877) 211-8661 from anywhere

Hopi Guidance Center

737-6300

Little Colorado Behavioral Health Centers

St. Johns 337-4301 • Springerville 333-2683

Navajo Nation Department of Behavioral Health Services

871-6235

White Mountain Apache Tribe

Rainbow Center, 338-4858

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.)

Student Rights and Responsibilities

Health Risks and Drug Abuse Continued

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 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 employee 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.

Student Rights and Responsibilities

Records Retention Continued Drug Prevention Program

Review and Retention of Records

For the 2018-19 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 2017 calendar year, district-wide there were three reported crimes committed on college owned or leased facilities. For information see: www.npc.edu/crime-statistics.

Alcohol and Drug Policy and Prevention

The Crime Awareness and Campus Security Report is available through the NPC website at www.npc.edu/crime-statistics and in written form upon request. A printed copy of all information available on this website may be obtained by contacting the Vice President for Learning and Student Services, at (800) 266-7845, ext. 6141, or email vplss@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) rights by publication in the college Catalog and on the NPC website, www.npc.edu/FERPA-rights.

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. 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.
4. 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.
5. 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.
6. 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.

Student Rights and Responsibilities

Release of Educational Records Continued

7. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
8. 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

Notice of Release of Educational Records to Other Institutions

In accordance with FERPA regulation §99.34, Northland Pioneer College may release education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. The college may disclose these records without prior consent, unless a student notifies NPC's Records and Registration Office in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring or summer semester if student was not enrolled fall semester.

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 a student notifies NPC's Records and Registration Office in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring or summer semester if student was not enrolled fall semester.

Students (as well as former students and alumni) must notify the NPC Records and Registration Office EVERY YEAR if they do not want their directory information disclosed.

Equal Opportunity, Harassment and Nondiscrimination

Policy 1102

This policy can be found in its entirety on the NPC website, www.npc.edu/policies-procedures.

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

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Arizona regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Northland Pioneer College has adopted the following definition of Sexual Harassment in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual Harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based,
- verbal, written, online and/or physical conduct.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

B. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Northland Pioneer College's policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law. Northland Pioneer

Student Rights and Responsibilities

Policy 1102 Continued

College does not tolerate discriminatory harassment of any employee, student, visitor, or guest.

Northland Pioneer College will act to remedy all forms of discriminatory harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When discriminatory harassment rises to the level of creating a hostile environment, Northland Pioneer College may also impose sanctions on the respondent through application of the grievance process, below.

A hostile environment is one that unreasonably interferes with, limits, or denies an individual's educational or employment access, benefits, or opportunities.

This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or persistent or pervasive, and objectively offensive.

Northland Pioneer College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Northland Pioneer College's policy, but may be addressed through respectful conversation, remedial actions, education, effective conflict resolution, and/or other informal grievance mechanisms. For assistance with conflict resolution and other informal resolution techniques and approaches, employees should contact the Chief Human Resource Officer, and students should contact the Director of Student Services.

II. Reporting Discrimination, Harassment and/or Retaliation

A. Duty to Report

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using any of the following options:

1. Report directly to the EEO/Title IX Coordinator or Deputies:

Dr. Michael Solomonson

Vice President for Learning and Student Services
Title IX Coordinator

Office of Vice President for Learning and Student Services
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Chief Human Resources Officer

Title IX Deputy Coordinator - Employees
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Office of Human Resources

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2. Report online, using the reporting form posted at **www.npc.edu/title-ix**.

3. Report to any supervisor or instructor.

Reports may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed above for the Title IX Coordinator, or by any means that results in the Title IX Coordinator receiving the person's report.

All reports are acted upon promptly, and every effort is made by Northland Pioneer College to preserve the privacy of reports.

B. Anonymous Reporting

Reports may also be made anonymously, without identification of the complainant. Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if remedies can be provided. However, anonymous complainants typically limit the Northland Pioneer College's ability to investigate, respond, and provide remedies, depending on what information is shared. Additionally, all employees of Northland Pioneer College, with the exception of those who are designated as confidential resources, are mandated reporters and must promptly share all known details of a report with the Title IX Coordinator.

Confidentiality and mandated reporting are addressed more specifically below.

Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following conduct is also prohibited as forms of discrimination when the act is based upon the complainant's actual or perceived membership in a protected class.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

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Other Civil Rights Offenses Continued

- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within Northland Pioneer College community, when related to the admission, initiation, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as
 1. Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally that is not speech or conduct otherwise protected by the 1st amendment.
 2. Intimate Partner Violence (commonly referred to as dating, domestic, or relationship violence) is defined as verbal, physical, or emotional violence or abuse between those who are involved in, or have been involved in, an intimate interaction or relationship.

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.

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 online:

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

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

General copyright information: copyright.columbia.edu

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

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 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

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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

Procedure 2666

(See page 21 for Refund)

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

The dean 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 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.

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.

Revised June 12, 2017

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

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

- A. 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

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- status in a particular situation.
- B. College Official – any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.
 - C. College Premises – includes all land, building, facilities and other property in the possession of or owned, used or controlled by the college.
 - D. 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.
 - E. Faculty Member – any person hired by the college to conduct instruction and designated by the President for oversight and administration of all academic violations of the Student Conduct Code.
 - F. 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.”
 - G. Vice President for Learning and Student Services – College administrator designated by the President for oversight and administration of all non-academic violations of the Student Conduct Code.
 - H. 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, plagiarism and violations of ethical standards set by individual programs and courses.
 - I. Cheating – includes, but is not limited to, the following:
 - a. Use of any unauthorized assistance in taking quizzes, tests, assessments or examination;
 - b. 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;
 - c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
 - 2. Plagiarism – includes, but is not limited to, the following:
 - a. Use of paraphrase or direct quotation of the published or unpublished work of another person without their full and clear acknowledgment;
 - b. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials;
 - c. Use of information gathered from the internet

that is not properly acknowledged or identified as such.

Article II: Administration of Student Conduct Code

- A. For a case that involves non-academic misconduct, the Vice President for Learning and Student Services or designee shall determine the composition of the student conduct hearing panel and determine who shall be authorized to hear each case.
 - 1. For a case that involves academic misconduct, the Chair of Instructional Council or designee shall determine the composition of the student conduct hearing panel consisting of three members of the faculty who are authorized to hear the case.
- B. 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.
- C. Decisions made by the Vice President for Learning and Student Services or designee 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 H 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. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of

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- college premises.
8. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on college premises.
 9. 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.
 10. Gambling on college premises.
 11. Violation of published Governing Board policies, college rules or regulations.
 12. Violation of federal, state or local law on college premises or at college sponsored or supervised activities.
 13. 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;
 - 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.
 14. Failure to comply with the sanctions imposed under the Student Code.
- 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 misconduct that demonstrates that the student poses a risk to 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 Conduct 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 panel under the Student Conduct 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 for Non-Academic Misconduct

A. Procedure for Adjudication of Student Non-Academic Misconduct

Any member of the college community may file charges against any student for their conduct under the Student Conduct Code. Charges involving non-academic misconduct 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 or designee will adjudicate all non-academic misconduct. The vice president shall hereafter be referred to as "the appropriate administrator."

1. Any charges should be submitted within thirty (30) 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 panel 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 (5) or more than fifteen (15) 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 panel

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consisting of one administrator, one faculty member and one classified staff member. Should the hearing panel determine that charges have merit, the panel will recommend to the appropriate administrator the nature of the sanction to be imposed on the student.

B. Interim Suspension

In certain circumstances, the Vice President for Learning and Student Services or designee 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 or designee may determine to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - a. Warning – a notice in writing from the Vice President for Learning and Student Services or designee 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 that 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 or designee may review this sanction at a later time, but not less than two (2) 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 or designee based upon administrative judgment or the findings and conclusions of the hearing panel. The Vice President for Learning and Student Services or designee will consider the recommendations for sanction(s) of the hearing panel but will not be bound by its recommendations. The Vice President for Learning and Student Services or designee will forward the sanction(s) determined to be appropriate along with the findings and conclusions to the accused student within two (2) working days after receipt of the findings.
 4. No student may be found to have violated the Student Conduct Code solely because the student failed to appear before the Vice President for Learning and Student Services, a designee or hearing panel. In all cases, the evidence and support of the charges shall be presented and considered.

Article V: Hearings for Non-Academic Misconduct

A. Hearing shall be conducted by the appropriate administrator according to the following guidelines:

1. Hearings shall be conducted in private unless the student requests a public hearing.
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

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hearing before a hearing panel.

5. The complainant, the accused and the hearing panel shall have the privilege of presenting witnesses, subject to the right of cross-examination.
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 panel (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of the Student Conduct Code. The hearing panel shall render written findings of fact and conclusions and forward with recommended sanctions to the appropriate administrator within three (3) working days of the conclusion of the hearing.
9. The hearing panel's determination shall be made on the basis of whether the evidence indicates that it is more likely than not that the accused student violated the Student Conduct 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 (5) years after final disposition of the case.

C. Appeals

Appeals will be made in writing to the President's Office. The President or designee shall investigate the student's appeal and render a verdict, which shall be final. 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 Registrar's Office. It is the responsibility of the student to keep his/her address current with the Registrar's Office.

Article VI: Procedures for Academic Misconduct

Any member of the college community, including the instructor of record for a course, may file charges for academic misconduct against any student. Charges involving academic

misconduct shall be prepared in writing and directed to the instructor of record for the course in which the alleged academic misconduct occurred.

- A. Any charges should be submitted within thirty (30) days of the incident. A Report for Academic Misconduct Violations (PDF) must be submitted to the Vice President for Learning and Student Services with a brief description of the nature of that misconduct. The instructor of record will rule on the timeliness of the charges.
- B. The instructor of record will determine if the charges have merit and will document how such a determination was reached.
- C. The instructor shall inform the student of the alleged misconduct, in writing.
- D. An instructor of record may impose any of the following sanctions upon any student which he or she finds to have committed academic misconduct:
 1. A verbal warning to the student.
 2. A lowered score on the graded work that involves academic misconduct.
 3. A score of zero on any test or graded assignment involving academic misconduct – with or without the opportunity to resubmit the assignment for a grade.
 4. Referral to the plagiarism “boot camp” or other related discretionary assignments related to the offense.
 5. Referral to a Hearing Panel for Academic Misconduct pursuant to Article II, Section A.1.
 6. More than one of the above sanctions may be imposed for any violation.

If the Instructor of Record believes that a more severe sanction is warranted by the facts of the case or because of a pattern of previous misconduct, then the case must be referred to a Hearing Panel.

A student who objects to the sanction imposed by the instructor is entitled to a hearing before the faculty panel pursuant to Article II, Section A.1. The request for a hearing must be made within five (5) calendar days after the student is notified by the instructor of record of the sanction to be imposed.

Article VII: Hearings for Academic Misconduct

All charges shall be presented to the accused student and the Chair of Instructional Council or designee in written form. A time shall be set for a hearing, not less than five (5) or more than fifteen (15) working days after the request for a hearing. Maximum time limits for scheduling of hearing may be extended at the discretion of the Chair of the Hearing Panel. Should the Hearing Panel determine that charges have merit, the Panel will recommend to the Vice President for Learning and Student Services or designee the nature of the sanction to be imposed on the student. The Hearing Panel may recommend any sanction or

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sanctions in Article VI, Section D, or any sanction or sanctions in Article IV, Section C.

All sanction(s) shall be determined and imposed by the Vice President for Learning and Student Services or designee based upon the findings and conclusions of the hearing panel. The Vice President for Learning and Student Services will consider the recommendations for sanction(s) of the hearing panel but will not be bound by its recommendations. The Vice President for Learning and Student Services or designee will forward the sanction(s) determined to be appropriate along with the findings and conclusions to the accused student within two (2) working days after receipt of the findings.

Appeals

Appeals will be made in writing to the President's Office. The President or designee shall investigate the student's appeal and render a verdict, which shall be final. An appeal must be initiated within ten (10) days from the date of mailing written sanction notification to the student's last known address on file with the NPC Registrar's Office. It is the responsibility of the student to keep his/her address current with the Registrar's Office.

[Based on Policy #1440; Rev 07/24/17]

Academic Integrity Tutorial

The Academic Integrity Tutorial 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 or designee 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 or at www.npc.edu/avoiding-plagiarism.

Student Grievance

Procedure 2605

Students who believe that they have been treated unfairly may use this procedure to have their grievance 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 2110 - Equal Opportunity, Harassment, and Non-discrimination. Nothing in this procedure is intended to limit the Administration's ability to investigate possible problems regardless of whether a grievance has been submitted.

This procedure should be used only for problems that affect a student directly, in a significant way. Grievances may include, but are not limited to, any action or inaction taken against a student that violates college policies, procedures, or standard operating practices. Insubstantial grievances such as personality conflicts, miscommunications, or differences of opinion should be addressed without filing a formal grievance. A student may only file a grievance once for the same incident.

Step 1. Informal Resolution

A student who has a grievance shall first attempt to resolve the grievance informally by speaking directly with the individual responsible for the grievance. If a mutually satisfactory understanding is reached, the process is concluded. If not, the student may proceed by contacting an NPC employee to help mediate between the two parties. For instruction-based grievances, a mediator can be a faculty member of the student's choosing, the department chair, or the dean of the appropriate division. For non-instruction-based grievances, a mediator can include any of the aforementioned individuals or an academic advisor (hereafter referred to as the mediator). The request for mediation services must include the following information:

1. the names, email addresses, and phone numbers of the disputing parties;
2. the date the dispute arose;
3. a brief statement setting forth the issues in dispute; and
4. the remedy desired.

When the mediator receives a request for mediation services, it is forwarded to the person with whom the student has a dispute (the respondent). The respondent has fifteen (15) college business days to submit a written response to the mediator that must include a brief statement of the respondent's position.

After receiving written statements from the disputing parties, the mediator shall have fifteen (15) college business days in which to assist in resolving the conflict to the mutual satisfaction of the parties involved. Mediation services may not commence if there is threat of danger of physical harm. Mediation services end if there has been a meeting with each party at least once; and it is determined that the matter cannot be successfully mediated; or a mutually satisfactory resolution results. The mediator will coordinate meetings and/or the exchange of correspondence between the disputing parties. The mediator shall establish the time, date, and place of each meeting, giving at least 48 hours' notice. The mediator may also meet with each party individually. All mediation meetings shall be held in closed session and shall be confidential.

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The mediation process culminates in a written summary prepared by the mediator and sent to each of the parties within fifteen (15) college business days after the mediation process has ended. The summary shall contain the following:

1. the names of the disputing parties;
2. the length of time mediation was attempted;
3. the outcome of the mediation process;
4. notice that the student, if dissatisfied with the result of the mediation process, may have a right to begin the formal grievance process; and
5. the name and contact information of the Vice President for Learning and Student Services (VPLSS) if the student chooses to file a formal grievance.

Step 2. Initiating a Formal Grievance

If attempts at informal resolution are not successful, the student shall submit a written statement of grievance to the Office of the VPLSS. The statement shall:

- State that the student is initiating the grievance procedure.
- Provide the student's name and contact information (including at least telephone number and personal email address).
- Identify the nature of the grievance, including the names of any individuals whose actions or inactions are relevant to the grievance.
- Identify the steps that have been taken to resolve the grievance informally and the outcome of such efforts. If the student was unable to address the grievance informally, the student shall explain why.
- State what action the student wants to have taken to resolve the grievance.

Grievances shall be submitted within twenty (20) college business days following mediation in Step 1. Grievances filed more than twenty (20) college business days after mediation may be investigated if warranted by the circumstances and as determined by a Review Panel, a three-member group appointed by the VPLSS. Groups of students negatively impacted by the same incident may file a grievance together; however, depending on the circumstances, separate investigations may take place and different decisions may be made for each student as deemed appropriate by a Review and/or Appeals Panel

Step 3. Investigation of the Grievance

The VPLSS shall review the grievance within five (5) college business days of the student submitting their letter and will appoint a three-member Review Panel to investigate the grievance. This panel will be chosen from a larger pool of possible panelists appointed annually on July 1 and will consist of college employees with relevant experience or expertise related to the grievance as well as administrators with sufficient authority over the individuals or conditions involved to resolve the grievance if the grievance is found to be meritorious.

The Review Panel will determine if a formal grievance is warranted, if the issue can be resolved informally, or if the issue falls under a different procedure. If the Review Panel determines that there is still an opportunity to resolve the grievance informally, the Review Panel may decline to investigate the grievance until such efforts have been exhausted. Within ten (10) college business days of being appointed to the grievance, the Review Panel will notify the student in writing regarding: a determination whether or not the issue meets the criteria for a grievance as outlined in this procedure; the name and contact information for a member of the Review Panel that will serve as their primary point of contact; and an estimated timeline for investigation and resolution of the grievance.

Step 4. Decision

The Review Panel that investigates the grievance shall provide a written decision to the VPLSS within thirty (30) college business days of the filing of the grievance statement. If unusual circumstances make it impossible to meet this deadline, the reason for the delay will be clearly articulated to the student along with a new estimated time of completion. The VPLSS will inform the student within five (5) business days of the decision of the Review Panel.

The written record of the decision will include the reasoning for the decision and will be shared with the student who brought the grievance and the college employee(s) against whom the grievance was raised.

Appeals

If the student is dissatisfied with the investigation or the decision, they may appeal their case to the VPLSS in writing within five (5) college business days of receiving the decision, explaining why they do not feel that the investigation or the decision was fair. The VPLSS will review all related grievance documentation and the rationale for the prior decision. If an appeal is warranted, the VPLSS will refer the appeal to a three-member Appeals Panel for further review of the grievance. The Appeals Panel is appointed annually on July 1; no grievance Review Panel members may serve on the Appeals Panel. The Appeals Panel will provide a written decision to the VPLSS within ten (10) business days of the appeal. If unusual circumstances make it impossible to meet this deadline, the reason for the delay will be clearly articulated to the student along with a new estimated time of completion. The VPLSS will inform the student within five (5) business days of the decision of the Appeals Panel. If an appeal is deemed to be unwarranted, the VPLSS will notify the student in writing within ten (10) business days.

Some grievances may fall within the scope of Procedure 2606 – AZ SARA Out-of-State Distance Education Student Complaints. The VPLSS will notify the student of their additional options to appeal under Procedure 2606 at the conclusion of this grievance process.

No Retaliation

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

Student Rights and Responsibilities

[Based on Policy #1430; Rev. 5/21/21]

AZ SARA Out-of-State Distance Education Student Complaints

Procedure 2606

Students must follow Procedure 2605 before proceeding with Procedure 2606. If the student decides to invoke Procedure 2606, the College no longer has involvement in the complaint process, except to provide investigative documents requested by AZ SARA.

Northland Pioneer College is a participant of the Arizona State Authorization Reciprocity Agreement (AZ SARA). This procedure is to comply with AZ SARA requirements for out-of-state distance education students. The scope of this procedure, as defined by AZ SARA, is limited to non-instructional complaints and applies only to out-of-state distance education students - defined as students enrolled in courses delivered via synchronous and/or asynchronous virtual instructional modalities where the student is physically located outside the state of Arizona.

Distance Education students outside of Arizona, after completion of the institution's internal complaint process (Procedure 2605 - Student Grievances), may appeal SARA related complaints to the Arizona Community College Coordinating Council (AC4). Visit AC4 website for more information: <https://arizonacommunitycolleges.org/az-sara/>. The appeal is limited to the original complaint and related documentation from the investigation and appeal under Procedure 2605.

The Arizona SARA Council has jurisdiction over Arizona SARA approved institutions regarding non-instructional complaints for distance education students. Upon completion of the institution's and AC4's complaint process, a student may register a complaint with the Arizona SARA Council. Visit the AZ SARA Complaint Process website for more information <https://azsara.arizona.edu/complaints>.

[Based on Policy #1430; Revised 6/3/2021]

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 may visit www.npc.edu/public-notices or contact the office of the Vice President for Learning and Student Services.

Information about program costs, estimated time of completion, and related job opportunities can be found on each program's area of interest webpage (www.npc.edu/direct-work-programs) or the related Gainful Employment Disclosures (www.npc.edu/gainful_employment_data_archives).

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Available online at www.npc.edu/college-catalog

The State of Arizona does not require vaccinations of students at the college level. Individual college programs, such as those related to healthcare, may have their own immunization requirements. Please check with the appropriate department chair or dean, or the program's webpage for more information.

Important Notices

Northland Pioneer College Catalog 2022–2023

Be aware that this catalog does not establish a contractual relationship. The general catalog sets forth the official policies, rules and regulations that apply to every student attending the college. Such directives may be modified during the college year by digital publication of a catalog supplement update to the online catalog, www.npc.edu/college-catalog.

Americans with Disabilities Act

Northland Pioneer College complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against people with disabilities in any activity or service operated or funded by state or local government, similar to the Section 504 requirement for services operated or funded by the federal government. Inquiries regarding either of these Acts should be directed to the Vice President for Learning and Student Services.

Financial Statement

The Northland Pioneer College annual audit specifically titled Navajo County Community College District (Northland Pioneer College) Single Audit Reporting Package is a public record and is available at the State of Arizona Office of the Auditor General website (www.azauditor.gov/reports-publications/community-colleges) or from the office of the Vice President for Administrative Services, Chief Business Officer, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 6743.

Public Notice of Nondiscrimination

Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Chief Human Resource Officer, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (928) 524-7471. The Section 504 Compliance Officer is the Coordinator of the Office of Accessibility and Inclusion, 1611 S. Main Snowflake, AZ 85937, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Protection of Intellectual Property

Northland Pioneer College uses many software products that are registered trademarks or tradenames. Often these are used in academic programs and may include all Microsoft or Adobe products; QuickBooks, Medisoft; BASIC; Cisco; PASCAL; JAVA; COBOL; C; C++; Novell; UNIX; AutoCAD; and AutoSketch. Except as expressly written in any license agreement, all rights are reserved by the product manufacturer.