

# Student Rights and Responsibilities



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# Student Rights and Responsibilities

## Policies and Procedures Impacting Students

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

"Communicable disease" means an infectious disease that is spread from person to person through casual contact, exposure to body fluids, or respiratory droplets. Examples of communicable diseases include, but are not limited to: tuberculosis (TB), measles, German measles (rubella), hepatitis, meningitis, influenza, Severe Acute Respiratory Syndrome (SARS), norovirus, human immunodeficiency virus infection and acquired immunodeficiency syndrome (HIV/AIDS) and exotic pathogens (e.g., Ebola and certain strains of influenza).

Students with communicable diseases may pose a threat to the health and safety of students and staff. In responding to such threats, the college will strive to maintain a balance between the need to control communicable diseases and the need to protect students' legal rights. No student or employee shall knowingly

expose students or other employees to a communicable disease.

Decisions regarding the educational status of students with communicable diseases generally will be made on a case-by-case basis in accordance with this policy and its administrative regulation. For all designated communicable diseases, the college will fully comply with all reporting, exclusion, and contact control measures required by the Arizona Department of Health Services and the Navajo and Apache County Health Departments.

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 their expense within a designated time frame. 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.

Students or employees who have a communicable disease shall be excluded from the college only if he or she presents a direct threat to the health or safety of others as determined by a medical evaluation, as recommended by the Centers for Disease Control and Prevention, and as required by the Arizona Department of Health Services and the Navajo and Apache County Health Departments. 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.

The right to privacy and confidentiality of any student or employee who has contracted a communicable disease will be respected. Employees and students must maintain the confidentiality of medical records and medical information pursuant to state and federal law. Disclosure of medical condition will only occur to the extent required to minimize the health risks to other students and employees. The President or designee will determine appropriate disclosure of information.

[NPC Procedure #2751, based on Policy #1058]

## 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.

# Student Rights and Responsibilities

## Plan for Crime Awareness and Campus Security Continued

1. 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.
- 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. 6217 or his/her administrative assistant (800) 266-7845, ext. 6216. 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 2110.)

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](http://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



# Student Rights and Responsibilities

## Campus Law Enforcement Continued

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
- 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](http://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

# Student Rights and Responsibilities

## Campus Law Enforcement Continued

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 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 2110 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 2110 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](http://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.

# Student Rights and Responsibilities

## Drug-Free Schools Act Continued

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 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 #2602 – Student Non Academic Code of Conduct, (see page 201). 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 advisor. 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 Health Care Center

737-6000

Little Colorado Behavioral Health Centers

St. Johns 337-4301 • Springerville 333-2683

Navajo Nation Department of Behavioral Health Services

674-2190

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

# Student Rights and Responsibilities

## Health Risks and Drug Abuse Continued

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 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 (#1056 and #1020). 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

## Drug Free Workplace Continued

### Drug Prevention Program 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](http://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. 6217, or email [vplss@npc.edu](mailto: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](http://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.
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



# Student Rights and Responsibilities

## Release of Educational Records Continued

### 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 2110

This policy can be found in its entirety on the NPC website, [www.npc.edu/policies-procedures](http://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 2015 (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 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

# Student Rights and Responsibilities

## Equal Opportunity, Harassment and Non-Discrimination Continued

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

1611 S Main Street, Performing Arts Center, Rm 114

Snowflake, AZ 85937 • (928) 536-6217

[michael.solomonson@npc.edu](mailto:michael.solomonson@npc.edu)

#### Nicole Ulibarri

Title IX Deputy Coordinator – Employees

EEO and ADA/504 Coordinator

Office of Human Resources

Tiponi Community Center, Human Resources Room 302,

Painted Desert Campus, Holbrook • (928) 524-7871

[nicole.ulibarri@npc.edu](mailto:nicole.ulibarri@npc.edu)

#### Josh Rogers

Director of Student Services

Title IX Deputy Coordinator – Students

Office of Student Services

Student Center, Room 109, Sliver Creek Campus, Snowflake •

(928) 536-6227

[joshua.rogers@npc.edu](mailto:joshua.rogers@npc.edu)

2. Report online, using the reporting form posted at [www.npc.edu/title-ix](http://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;
- 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.

# Student Rights and Responsibilities

## 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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

NPC has additional information resources available online:

NPC Procedure 2201: Computer and Electronic Access and Usage: [www.npc.edu/procedure-2201](http://www.npc.edu/procedure-2201)

General copyright information: [copyright.columbia.edu](http://copyright.columbia.edu)

Legal Sources for Online Content (music, videos, etc.)

[www.educause.edu/focus-areas-and-initiatives/policy/legal-sources-online](http://www.educause.edu/focus-areas-and-initiatives/policy/legal-sources-online)

## 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 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 Refunds)

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,

# Student Rights and Responsibilities

## Student Appeal of Grade Continued

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 advisor regarding the appeal. The advisor 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 Academic Code of Conduct

### Procedure 2601

#### 1.0 Scope

This procedure applies to all Northland Pioneer College (NPC) educational programs and activities regardless of the location, including but not limited to, any academic setting, whether it be on campus, off-campus, online, virtual, or in another remote setting.

This procedure can also be applicable to misconduct which occurs off-campus or online.

NPC will address any charges of academic misconduct to determine whether the conduct occurred within the jurisdiction of this procedure.

Any student found to have committed academic misconduct, as defined in Article 3.1, is subject to disciplinary sanction, as outlined in Article 4.0.

#### 2.0 Purpose

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. NPC has adopted the following Student Academic Code of Conduct and discipline.

#### 3.0 Definition

**3.1 Academic Misconduct:** all acts of misconduct associated with work in any NPC academic setting. Academic misconduct includes, but is not limited to, cheating, plagiarism, and violations of ethical standards set by individual programs and courses.

**a. Cheating:** includes, but is not limited to, the following:

- Use of any unauthorized assistance in taking quizzes, tests, assessments, or examinations.
- Use of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments or clinical responsibilities.
- 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 Academic Code of Conduct Continued

**b. Plagiarism:** includes, but is not limited to, the following:

- Use of paraphrase or direct quotation of the published or unpublished work of another person without proper citation or identification of the original author.
- Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials.
- Use of information that is not properly acknowledged or identified as such.

**c. Violations of Ethical Standards:** includes, but is not limited to, the following:

- Making or sharing audio or video recordings of lectures, office hours, or other similar meetings without the authorization of the instructor.

**3.2 Academic Setting:** any classroom, on- or off-campus, any practicum, clinical, or laboratory environment, or any other setting that is an extension of the classroom or part of the educational process or curriculum.

**3.3 Administrator:** a College Official designated by the VPLSS for oversight and administration of violations of the Student Academic Code of Conduct. The Administrator shall be a dean, associate dean, director, or other college official in a similar administrative role.

**3.4 College Community:** any person who falls into the following groups: student, faculty member, college official or any other person employed by the college. The Administrator shall determine a person's status in a particular situation.

**3.5 College Official:** any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.

**3.6 College Premises:** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college.

**3.7 Days:** college business days as identified in the college catalog; all timelines may be extended by mutual agreement of involved parties or by the decision of the Instructional Council, based on extenuating circumstances.

**3.8 Faculty Member:** any person hired by the college to conduct instruction.

**3.9 Instructional Council Chair:** Faculty Member elected by Instructional Council for Chair duties with oversight of the hearing panel regarding issues of Student Academic Code of Conduct violations.

**3.10 Student:** any person participating in or attempting to participate in educational programs or activities provided by NPC.

**3.11 VPLSS:** the Vice President of Learning and Student Services, or other college administrator designated by the President for oversight and administration of both the learning and student services divisions/departments.

## 4.0 Procedure

### 4.1 Initial Procedures for Filing and Responding to a Charge of Academic Misconduct

a. Any member of the college community, including the instructor of record for a course, may file charges (by sending an email to the student and copying the VPLSS) for academic misconduct against any student. If someone other than the instructor of record files charges of academic misconduct, those charges must be prepared in writing and directed to the instructor of record for the course in which the alleged academic misconduct occurred. Any charges must be submitted within thirty (30) days of the incident.

b. The instructor of record will determine if the charges have merit and will document how such a determination was reached.

c. The instructor of record may impose one or more of the following sanctions upon any student whom they find to have committed academic misconduct:

- a written warning to the student,
- a lowered score on the graded work that involves academic misconduct,
- 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), or
- referral to a plagiarism "boot camp" or other related discretionary assignments related to the offense.

d. The instructor of record must inform the student of the alleged misconduct and the sanction(s) imposed, in writing, within thirty (30) days of the incident.

e. A copy of the communication described in Article 4.1d) and a report of academic misconduct (in .pdf format) must be submitted to the Administrator and the VPLSS within thirty (30) days of the incident. The report must contain a brief description of the nature of that misconduct, and the sanction(s) imposed or recommended.

### 4.2 Situations in which a Hearing Panel must be Convened

a. The instructor of record may recommend alternative or additional sanctions which differ from those described in Article 4.1c). Such sanctions may include, but are not limited to

- removal from the course with a failing grade, or
- withdrawal from the course.

If the instructor of record recommends a sanction(s) other than those described in Article 4.1c), then the case must be referred to a Hearing Panel pursuant to Article 4.3.

b. If two (2) or more charges of academic misconduct have previously been filed against the student, or if the student

# Student Rights and Responsibilities

## Student Academic Code of Conduct Continued

has previously been referred to a Hearing Panel for academic misconduct, then the case must be referred to a Hearing Panel pursuant to Article 4.3.

c. A student may appeal the decision of the instructor of record and request a hearing in front of a Hearing Panel. The request for a hearing must be made in writing to the Administrator within five (5) days after the student is notified of the sanction to be imposed by the instructor of record. If a student requests a hearing, then the case must be referred to a Hearing Panel pursuant to Article 4.3.

### 4.3 Hearings

a. If a hearing is required as outlined in Article 4.2, the Chair of the Instructional Council shall convene a Hearing Panel.

b. The Hearing Panel will consist of three (3) members, including the Chair of the Instructional Council or designee. The composition of a Hearing Panel will be determined by the Chair of the Instructional Council.

c. The Chair of the Hearing Panel shall be the Chair of Instructional Council or designee.

d. All charges shall be presented to the accused student and the Chair of Instructional Council or designee in written form. Previous charges of academic conduct will not be reopened or reinvestigated, though previous academic misconduct may be considered.

e. A time shall be set for a hearing, not fewer than five (5) or more than fifteen (15) days after the request for a hearing.

f. Maximum time limits for scheduling of hearing may be extended at the discretion of the Chair of the Hearing Panel.

g. Should the Hearing Panel determine that charges have merit, the Hearing Panel will recommend to the Administrator the nature of the sanction to be imposed on the student. The Hearing Panel's recommendations may take the severity and intent of the violation, as well as past offenses, into account.

h. The Hearing Panel may recommend that the sanction(s) imposed by the instructor of record is(are) upheld, may recommend that the sanction(s) imposed by the instructor of record be reversed, and/or may impose additional sanction(s) upon a finding that a student has violated the Student Academic Code of Conduct.

i. All sanction(s) shall be determined and imposed by the Administrator based upon the findings and conclusions of the Hearing Panel. The Administrator will consider the recommendations of the Hearing Panel, but will not be bound by its recommendations or findings. The Administrator will forward their final decision and the report of the Hearing Panel to the accused student in writing within five (5) days after receipt of the findings.

j. No student may be found to have violated the Student Academic Code of Conduct solely because the student failed to appear before the Administrator, a designee, or Hearing Panel. In all cases, the evidence and support of the charges shall be presented and considered.

### 4.4 Appeals

a. A student may appeal the decision of the VPLSS to the VPLSS in writing within five (5) days. The VPLSS will review all related documentation and the rationale for the decisions of the instructor of record, the Hearing Panel, and the Administrator. The VPLSS will have final authority to uphold the recommendations of the instructor of record or the Hearing Panel, to impose additional or reduced sanctions, or to dismiss the charges and reverse the sanction(s) imposed by the instructor of record.

b. The VPLSS will notify the student of their decision by certified U.S. mail within five (5) days. The decision of the VPLSS shall be final, without further right of appeal.

For the most up-to-date procedure related to NPC's Student Academic Code of Conduct please see

<https://www.npc.edu/policies-procedures>

(New December 1, 2023)

## Student Non Academic Code of Conduct

### Procedure 2602

#### 1.0 Scope

This procedure applies to non-academic conduct that occurs during educational programs and activities and that take place on Northland Pioneer College (NPC) premises or at college-sponsored events. This procedure applies only to students, as defined in 3.8, of Northland Pioneer College.

This procedure can also be applied to instances of off-campus alleged misconduct that effectively deprives someone of access to the college's educational programs. NPC may also extend jurisdiction to off-campus and/or online misconduct.

Regardless of where the misconduct occurs, NPC will address notice/complaints to determine whether the misconduct occurred in the context of college employment or an educational program or activity and/or has continuing effects on a campus program or activity, or in an off-campus sponsored program or activity. For clarification, all misconduct is considered alleged, until the student is found to have committed the misconduct.

#### 2.0 Purpose

The college offers each of its students the freedom to learn and to enjoy the benefits and rewards of college life. In return, the

# Student Rights and Responsibilities

## Student Non Academic Code of Conduct Continued

college expects each student to assume the responsibilities that accompany these freedoms. Northland Pioneer College (NPC) has adopted the following Student Non-Academic Code of Conduct and Discipline.

### 3.0 Definitions

**3.1 College Community** – any person who falls into the following groups: student, faculty member, college official or any other person employed by the college. The Administrator shall determine a person's status in a particular situation.

**3.3 College Official** – any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.

**3.3 College Premises** – includes all land, building, facilities, online platforms, and other property in the possession of or owned, used, or controlled by the college.

**3.4 Days** – College Business Days as identified in the college catalog; all timelines may be extended by mutual agreement of involved parties or an exception to this time frame may be made at the sole discretion of the Director of Student Services or designee.

**3.5 Director of Student Services** – College administrator designated by the Vice President for Learning and Student Services for oversight and administration of all violations of the Student Non-Academic Code of Conduct.

**3.6 Educational program or activity** – includes locations, events, or circumstances where Northland Pioneer College exercises control. Educational programs and activities also include any programs or activities that take place at locations owned or controlled by a student organization that is officially recognized by Northland Pioneer College.

**3.7 Faculty Member** – any person hired by the college to conduct instruction.

**3.8 Student** – any person participating in or attempting to participate in educational programs or activities provided by NPC.

**3.9 Student Conduct Hearing Panel** – A panel assembled by the Director of Student Services or designee for the purpose of reviewing the alleged misconduct and determining a sanction.

**3.10 VPLSS:** The Vice President for Learning and Student Services (VPLSS), or other college administrator designated by the President for oversight and administration of both the learning and student services divisions/departments.

### 4.0 Procedure

#### 4.1 Prescribed Conduct

a. Conduct – Rules and Regulations

1. Attempted or actual theft of and/or damage to property of

the college or a member of the college community.

2. Any physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person. Conduct that falls within the scope of Procedure 2110 shall be addressed in accordance with Procedure 2110.
3. 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.
4. Illegal manufacture, use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law. In the event of a conflict between state and federal law, federal law shall supersede state law.
5. Use, possession, or distribution of alcoholic beverages or public intoxication.
6. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.
7. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
8. Failure to comply with the direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these officials when requested to do so.
9. Unlawful gambling on college premises.
10. Violation of published, rules, or regulations.
11. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities.
12. Theft or other abuse of computer time, including but not limited to:
  - unauthorized entry into a file, to use, read or change the contents or for any other purpose;
  - unauthorized transfer of a file;
  - unauthorized use of another's identification and password;
  - use of computing facilities to interfere with the work of another student, faculty member, or college official;
  - use of computing facilities to send obscene or abusive messages;
  - use of computing facilities to interfere with the normal operation of the college computing system;
  - violation of any and all posted policies and procedures regarding the use of college computers. To access these policies please visit: <https://www.npc.edu/policies-procedures>.
13. Failure to comply with the sanctions imposed under the Student Code. Any student found to have committed misconduct, including but not limited to the conduct

# Student Rights and Responsibilities

## Student Non Academic Code of Conduct Continued

described below, is subject to the disciplinary sanctions outlined in Section 4.3.b.

### b. College Discipline for Violations of Law outside the jurisdiction of the College

1. When a student is charged with a violation of federal, state or local laws outside of the jurisdiction of the College disciplinary action may be taken and sanctions imposed for misconduct that demonstrates that the student poses a risk to the health or safety of the college community. In such cases, no sanction may be imposed unless the student has been found responsible, guilty, or pleads no contest to one or more violations of local, state or federal law.
2. College disciplinary action may be initiated against a student charged with violation of a law that is also a violation of the Student Non-Academic Code of Conduct, for example, if both violations result from the same factual situation, without regard to the pendency of any related civil or criminal proceedings. Proceedings under this Student Non-Academic Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
3. When a student is charged by federal, state, tribal, or local authorities with a violation of law, the College will take reasonable action to cooperate with law enforcement and other agencies, to the extent permitted by law. Nothing in this Procedure is intended to interfere with the personal rights of members of the college community to interact with or call law enforcement.

### 4.2 Procedures for Misconduct

#### a. Procedure for Adjudication of Student Misconduct

Any member of the college community may file allegations against any student for their conduct under the Student Non-Academic Code of Conduct. Any charge of non-academic Allegations of misconduct under this Procedure shall be prepared in writing and delivered to the Director of Student Services or designee or reported online at [www.npc.edu/report-it](http://www.npc.edu/report-it) for the administration of the Student Non-Academic Code of Conduct. The Director of Student Services or designee will coordinate all non-academic misconduct proceedings under this procedure.

1. Any allegations should be submitted within thirty (30) days of the incident being discovered. The Director of Student Services or designee will rule on the timeliness of the allegations.
2. The Director of Student Services or designee shall investigate to determine if there has been misconduct and/or if the allegation(s) can be disposed of administratively by

mutual consent of the parties involved on a basis acceptable to the Director of Student Services or designee. Such administrative judgments shall be final and there shall be no subsequent proceedings. If the allegations cannot be disposed of by mutual consent, the Director of Student Services or designee may later serve in the same matter as the hearing panel chair or a member thereof.

3. All allegations shall be presented to the accused student in written form. The notice shall include a description of the events or conduct alleged to have violated the Code of Conduct. A time shall be set for a hearing, not less than five (5) or more than fifteen (15) days after the accused student has been notified. Maximum time limits for scheduling of hearing may be extended with notification of extenuating circumstances and at the discretion of the Director of Student Services or designee. The Director of Student Services or designee shall appoint a hearing panel consisting of one administrator, one faculty member, and one classified staff member. Should the hearing panel find evidence that supports a violation of the Code of Conduct, the panel will recommend to the Director of Student Services or designee the nature of the sanction to be imposed on the student. The Director will make the final decision and impose sanction(s).

### b. Interim Suspension

In many cases, the Director of Student Services or designee may determine that a Violence Risk Assessment (VRA) should be conducted by the Campus Assessment, Response, and Education (CARE) Team as part of the initial assessment. Threat assessment is the process of evaluating the risk of potential violence by an individual against another person or group following the issuance of a direct or conditional threat.

Interim suspension may be imposed only for the following:

1. To ensure the safety and well-being of members of the college community or preservation of college property.
2. To ensure the student's own physical or emotional safety and well-being.
3. When the student poses a definite threat of disruption of or interference with the normal operations of the college.

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

One or more of the following sanctions may be imposed upon any student found to have violated the Student Non-Academic Code of Conduct. A notice in writing from the Director of Student Services or designee will be sent to the student for the following sanctions:



# Student Rights and Responsibilities

## Student Non Academic Code of Conduct Continued

1. **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any NPC policy, procedure, or directive will result in more severe sanctions/responsive actions.
2. **Required Counseling:** A mandate to meet with and engage external counseling to better comprehend the misconduct and its effects. Counseling will be paid for by the student under sanction.
3. **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular/extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
4. **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at NPC.
5. **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend NPC-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript, subject to any applicable expungement policies.
6. **Withholding Diploma:** NPC may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.
7. **Revocation of Degree:** NPC reserves the right to revoke a degree previously awarded by NPC for fraud, misrepresentation, and/or other violation of NPC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
8. **Organizational Sanctions:** De-activation, loss of recognition, or loss of some or all privileges (including NPC registration) for a specified period of time.
9. **Other Actions:** In addition to or in place of the above sanctions, NPC may assign any other sanctions as deemed appropriate.

All sanction(s) shall be determined and imposed by the Director of Student Services or designee based upon the findings and conclusions of the hearing panel. The Director of Student

Services or designee will consider the recommendations for sanction(s) of the hearing panel and will make the final recommendation. The Director of 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.

No student may be found to have violated the Student Non-Academic Code of Conduct solely because the student failed to appear before the Director of Student Services, a designee or hearing panel. In all cases, the evidence and support of the allegations shall be presented and considered.

### 4.3 Hearing for Misconduct

**a. Hearings shall be coordinated by the Director of Student Services according to the following guidelines:**

1. The Director of Student Services or designee shall determine the composition of the student conduct hearing panel of one administrator, one faculty, and one classified staff member.
2. Hearings shall be closed unless the student requests a public hearing.
3. Admission of any person to the closed hearing shall be at the discretion of the Director of Student Services.
4. In hearings involving more than one accused student, the Director of Student Services, at their discretion, may permit the hearing concerning each student to be conducted separately.
5. The complainant and the accused shall have the right to be assisted by any college employee they choose. Both the complainant and the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a hearing panel.
6. The complainant, the accused, and the hearing panel shall have the privilege of presenting witnesses, subject to the right of cross-examination.
7. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Panel Chair.
8. All procedural questions are subject to the final decision of the Panel Chair.
9. After the hearing, the hearing panel shall determine by majority vote whether the student violated the designated sections of the Student Non-Academic Code of Conduct. The hearing panel shall render written findings of fact and conclusions and forward with recommended sanctions to the Director of Student Services within three (3) working days of the conclusion of the hearing.
10. The hearing panel's determination shall be made on the basis of whether the evidence indicates that it is more likely

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than not that the accused student violated the Student Non-Academic Code of Conduct.

11. Decisions made by the hearing panel shall be final, pending the use of the student appeals process.

## b. Appeals

1. Either party may appeal the Director's decision to the Vice President for Learning and Student Services in writing within five (5) days from the date the letter was received, explaining why they do not feel that the decision was fair.
2. The Vice President for Learning and Student Services shall review the appeal, and all related documentation and the rationale for the prior decision and determine if the appeal identifies a substantive error that would change the decision, that new evidence is available that would change the decision, or that the decision is not supported by the record.
3. If the VPLSS determines that there is no cause to support an appeal, the VPLSS will notify the student in writing within ten (10) days from the date the appeal was received.
4. If the VPLSS finds cause exists for the appeal, the VPLSS will refer the appeal to a three-member Appeals Panel for further review of the case.
5. If an Appeal Panel is convened, it will provide a written decision within ten (10) days of its consideration 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 Appeals Panel will send their decision to the Vice President for Learning and Student Services (VPLSS).
6. The VPLSS will notify the student, by certified U.S. mail or email, of the decision within five (5) days of receipt of the Appeal Panel's decision. The decision of the Panel will be final and there is no further right of appeal.

For the most up-to-date procedure related to NPC's Student Academic Code of Conduct please see

**<https://www.npc.edu/policies-procedures>.**

(New December 1, 2024)

## 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 **<https://npc.libguides.com/citations-guide/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

# Student Rights and Responsibilities

## Student Grievance Continued

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.

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

## Student Grievance Continued

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.

[Based on Policy #1044; Rev. 01/17/23]

## 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 #1044; Rev. 07/01/21]

## 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-notice](http://www.npc.edu/public-notice) 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](http://www.npc.edu/direct-work-programs)) or the related Gainful Employment Disclosures ([www.npc.edu/gainful\\_employment\\_data\\_archives](http://www.npc.edu/gainful_employment_data_archives)).

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 2025–2026

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](http://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](http://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



## Important Notices Continued

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 Student Accommodation Services Coordinator, 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.