

	Student Rights and Responsibilities Policy	POL-320
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320.1 POLICY STATEMENT

It is the policy of the Board of Trustees that students at Northwest Indian College enjoy particular rights, including the right of academic freedom and the right of due process, that are considered important for achieving educational goals. At the same time, NWIC students are required to fulfill certain responsibilities and expectations. Enrollment at the Northwest Indian College (NWIC) carries with it the expectation of being a responsible member of the campus community. Each student must be aware of his/her responsibilities. Upon enrollment at NWIC, students are expected to maintain an atmosphere conducive to education and scholarship by respecting the personal safety and individual rights of all NWIC community members. Student conduct must be in accordance with accepted standards of social behavior and the policies of NWIC.

320.1.1 Right of Academic Freedom

- Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
- Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services.
- Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
- Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.

320.1.2 Right to Due Process

- The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
- A student accused of violating the student Code of Conduct is entitled, upon request, to procedural due process as set forth in this section.

320.1.2 Responsibilities

Students' responsibilities include, but are not limited to:

- Familiarity with and adherence to the Student Handbook.

- Contribution to an atmosphere conducive to learning.
- Respect for the diversity of all people and the rights of others in the NWIC community.
- Honest reporting of financial needs and capacities when seeking financial aid. All students have the responsibility to meet their financial obligations, including payment of tuition.
- Honest reporting of illegal activities or violations of college policies to appropriate staff.
- Informing NWIC of current address and telephone number.
- Checking NWIC email and on-campus mailboxes for NWIC related mail.
- Cooperation with school administration during the investigation of a policy violation.
- Students seeking Financial Aid must annually read and adhere to all policies set forth in the Financial Aid Handbook.

320.2 PURPOSE

The purpose of this policy is to communicate the expectations that Northwest Indian College has of students, and to educate and guide students to understand their responsibility for appropriate behavior and respect for others in the NWIC community. Additionally, this document is to ensure policies and procedures regarding students' rights and responsibilities—including academic honesty, appeals, grievances, and accommodations for persons with disabilities—are clearly stated, readily available, and administered in a fair and consistent manner.

320.3 SCOPE

The student code of conduct covers all campuses of Northwest Indian College. Students attending extended campuses are advised to contact their site manager for further rules pertaining to their location. Any student shall be subject to disciplinary action as provided for in this section who, either as a principle actor, aider, abettor, or accomplice, interferes with the personal rights or privileges of others or the educational process of the college violates any provision of this section, or commits any of the offenses listed herein which are prohibited.

320.4 BACKGROUND

As an accredited institution, Northwest Indian College has established policies and procedures regarding all aspects of students' rights and responsibilities, including academic honesty, appeals, grievances, and accommodations for individuals with disabilities. As a supplement to this policy, information pertaining to student rights and responsibilities is contained in the NWIC Student Handbook, in the following sections:

- Academic Freedom and Responsibility
- Academic Integrity
- Consequences for Academic Dishonesty

The Student Handbook also contains the Student Code of Conduct, and is distributed to all students and is posted on the college website.

320.5 RESPONSIBILITY

The Dean of Student Life and the Vice President of Instruction and Student Services are responsible for monitoring all aspects of students' rights and responsibilities to ensure that they are administered fairly and consistently.

320.6 DEFINITIONS

Prohibited Conduct

- 320.6.1 Assault, reckless endangerment, intimidation, stalking, interference upon another person, bullying and harassment, cyber stalking, cyber bullying or any other technology-based violence.
- 320.6.2 Any form of recording others unknowingly, including voyeurism.
- 320.6.3 Hazing or requiring or encouraging hazing. Hazing is defined as the practice or rituals or other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.
- 320.6.4 Disorderly or abusive behavior which interferes with the rights of others or obstructs or disrupts teaching, research, or administrative functions.
- 320.6.5 Failure of student to follow instructor, staff, or administrator directions thereby infringing upon the rights and privileges of other students.
- 320.6.6 Any assembly or other act which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
- 320.6.7 Filing a formal complaint falsely accusing another student, college employee or Board member.
- 320.6.8 Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, security cameras or other device established for the safety of facilities.
- 320.6.9 Engaging individuals in unwelcome sexual advances, sexual assault, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or humiliation, or interferes with his/her job or school performance.
- 320.6.10 Failure to inform or report to college officials of a convicted felon record and/or Registration as a Sex Offender in any jurisdiction. Must report to the VP of Instruction and Distance Learning.
- 320.6.11 Slander and defamation of character (in person or any electronic form) of the college, students or staff that causes discomfort to the learning or working environment.
- 320.6.12 Theft of property on the college campuses or facilities.
- 320.6.13 Malicious mischief, intentional or negligent damage to or destruction of any college facility or other public or private real estate or personal property.
- 320.6.14 Unauthorized use or alteration of college equipment and supplies.
- 320.6.15 Entering any administrative or other employee office or any locked or otherwise closed college facility or student apartment at any time without permission of the college employee or other appropriate staff member, or apartment tenant.
- 320.6.16 Submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work.
- 320.6.17 Forging or falsely tendering any records or instruments.
- 320.6.18 Refusal to provide identification in appropriate circumstances or providing false identification.
- 320.6.19 Smoking beyond designated smoking areas.
- 320.6.20 Using, possessing, distributing, or being noticeably under the influence of any narcotic or controlled substance including but not limited to all forms marijuana, behavior altering substances, and the misuse of prescription drugs.
- 320.6.21 Being under the influence, possessing, providing, selling or consuming any form of alcoholic beverage on college property.

- 320.6.22 Possession or threat of use of firearms, explosives, dangerous chemicals, or other dangerous weapons, instruments, or substances that can be used to inflict bodily harm or to damage real or personal property, except for authorized College purposes or law enforcement officers.
- 320.6.23 Violations of any NWIC policy.
- 320.6.24 Failing to follow authorized college personnel or emergency official directions or instructions during an emergency situation.

Academic Dishonesty: Academic dishonesty in connection with any Northwest Indian College activity threatens personal, academic and institutional integrity and is not tolerated. Academic dishonesty includes; cheating, plagiarism, and knowingly furnishing any false information to the College. In addition, any commitment of the acts of cheating, lying, and deceit in any form such as the use of substitutes for taking exams, plagiarism, and copying during an examination is prohibited. Knowingly helping someone to committing dishonest acts is also in itself dishonest. The following are more specific examples of academic dishonesty:

- Substituting in a course for another student or having another substitute for you in a course
 - Having someone else write a paper and submitting it as one's own work
 - Giving or receiving answers by use of signals during an exam
 - Copying with or without the other person's knowledge during an exam
 - Doing class assignments for someone else
 - Plagiarizing published material, class assignments, or lab reports
 - Turning in a paper that has been purchased from a commercial research firm or obtained from the internet
 - Padding items of a bibliography
 - Obtaining an unauthorized copy of a test in advance of its scheduled administration
 - Using unauthorized notes during an exam
 - Collaborating with other students on assignments when it is not allowed
 - Obtaining a test from the exam site, completing and submitting it later
 - Altering answers on a scored test and submitting it for a re-grade
 - Accessing and altering grade records
 - Stealing class assignments from other students and submitting them as one's own
 - Fabricating data
 - Destroying or stealing the work of other students
- Plagiarism is a type of academic dishonesty. Plagiarism occurs when a person falsely presents written course work as his or her own product. This is most likely to occur in the following ways: Submitting the exact text of someone else without the use of quotation marks and without giving proper credit to the author.
- Presenting ideas or using the material of someone else even when it is in the student's own words, without giving appropriate acknowledgment
 - Submitting an assignment written by someone else but representing it as the student's own work.

320.7 RELATED INFORMATION

NWIC Student Grievance Procedure

NWIC Student Disability Policy

NWIC Residence Life Center Policies and Procedures

320.8 REVIEW DATE

This policy will be reviewed every three years.