INSTITUTIONAL POLICIES

STUDENT REGULATIONS
As an academic community, the College places emphasis on individual responsibility. Maintaining an environment conducive to learning, scholarship, and the free exchange of ideas is considered essential to the mission of NMC. Complete and detailed information on student regulations is found in the Student handbook.

STUDENT RESPONSIBILITIES
Having responsibilities toward themselves and others, NMC students are expected to behave in a manner that:
- Shows respect for the rights of others;
- Shows care and respect for NMC property and for the property of others;
- Preserves the social and academic atmosphere necessary for the goals of the College to be realized and;
- Demonstrates knowledge about NMC policies, regulations, program requirements, established deadlines, etc.

It is the responsibility of students to be informed about and to comply with the rules, regulations, and policies affecting their academic standing and life as college students. The ultimate responsibility for meeting academic deadlines, completing prerequisites, selecting appropriate courses, and fulfilling degree/certificate requirements rests with the student.

CLASS ATTENDANCE
Students are expected to attend all meetings of their classes, not only because they are responsible for material presented and discussed therein, but because active class participation by every student is frequently essential to ensure maximum benefit for all members of the class.

Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course. Students who miss a class should report to their instructor upon their return to inquire about making up the work. Students who know in advance that they will miss class should inform their instructor prior to the absence, in order to be given upcoming assignments.

STUDENT RIGHTS REGARDING RECORDS
Concerning their academic records, NMC students have the right to
- Review the content of their records (this may include obtaining copies only when the student is not within commuting distance),
- Seek to amend their educational record; and
- “Opt Out” of the release of institutionally identified Directory Information.

Exercising the right to review the content of one’s academic records must be done by appointment during regular business hours. Procedures for challenging the contents of one’s academic records may be obtained from the Office of the Dean of Student Services. Students have the right to receive copies of their educational record for their review, without charge, only if they are not within commuting distance.
Students may call or visit the Office of Admissions and Records (OAR) to set an appointment to review the content of their academic records. Student records will be made available for the student’s review in the office of the Registrar or the Director of Admissions and Records, but records may not be physically removed from OAR. Students must present a valid photo ID prior to review of their record.

Students may obtain copies of their Enrollment and Degree Certifications, Verifications, and Transcripts at the OAR. Students must present a valid photo ID upon request and pick-up of records. Students must pay all applicable fees.

Students may view the contents of their Student Advising file through appointment with their academic advisor.

**STUDENT CONDUCT**

In general, regulations governing student conduct at NMC are the same as those governing society at large. Though there is no rigid code of conduct at NMC, students are expected to maintain reasonable standards of behavior.

The sale, possession, or use of alcohol, or alcoholic beverages and of other than prescription drugs (controlled substances) is strictly prohibited on all NMC campuses.

Smoking or use of other tobacco products is prohibited on all college grounds, defined as all Northern Marianas College owned or leased properties and campus-owned, leased or rented vehicles. This includes but is not limited to all NMC sidewalks, parking lots, landscaped areas and recreational areas. This prohibition will also include all NMC-sponsored or sanctioned activities such as Charter Day, school trips, at lectures, conferences, meetings and social and cultural events held on school property or school grounds of NMC. Smoking is also prohibited in the interior of all buildings, vehicles owned or operated by the NMC, and privately-owned vehicles when operated or parked on the grounds of the college.

Any student in violation of these prohibitions is subject to immediate dismissal from the College for one full year from the date of dismissal, and the student will automatically receive a failing grade in all courses. Should any student be caught with an illegal substance such as marijuana, crystal methamphetamine, etc., the College reserves the right to contact the proper law enforcement authorities and release the student’s identity for formal investigation.

Betel nut chewing is not allowed on college grounds. Violation of this rule may result in suspension or dismissal from the College for one semester, and the student will automatically receive a failing grade in all courses.

**ACADEMIC DISHONESTY**

Academic dishonesty will not be condoned by NMC. Such dishonesty includes cheating and plagiarism (examples of which are given below), which may result in suspension or dismissal from NMC.

*Cheating* includes, but is not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is
administered, using inappropriate sources of information during an examination, altering the
record of any grade, altering answers after an examination has been submitted, falsifying any
official College record, or misrepresenting facts in order to obtain exemptions from course
requirements.

**Plagiarism** includes, but is not limited to, satisfying any academic requirement by submitting
any document that has been copied in whole or part from another individual’s work without
identifying that individual; neglecting to identify as a quotation a documented idea that has not
been assimilated into the student's language and style, or paraphrasing a passage so closely
that a reader is misled as to the source; submitting the same written or oral material in more
than one course without obtaining authorization from the instructors involved; “dry labbing,”
which includes (a) obtaining and using experimental data from other students without
the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from
other sections of the course or from previous terms during which the course was conducted, or
(c) fabricating data to fit the expected results.

Students found guilty of academic dishonesty, including cheating and plagiarism, shall be
liable to suspension or dismissal from NMC. A student may request to challenge the
infraction charged against him/her. The Office of the Dean of Student Services addresses all
student misconduct.

**ACADEMIC PROBATION AND SUSPENSION**

The purpose of the Academic Probation and Suspension policy is to ensure that careful
consideration is given to the needs of every student experiencing difficulty with academic
work. In all matters relating to this policy, it shall be the responsibility of the Dean of the
student’s program to ensure that the basic philosophy and the mission of the College are being
observed. This responsibility includes all steps necessary to ensure that each student is given
the advantage of all services available in the student’s attempt to become academically
successful. The minimum acceptable GPA at NMC is a 2.00 GPA in 100-level or above
courses.

A student on academic probation normally should not enroll for more than 12 credit hours.
However, the student’s advisor will determine the number of credit hours enrolled in by any
student on probation.

A student will be placed on academic probation at term’s end for either of the following
reasons:

- The current term GPA is below the minimum acceptable at NMC; or
- The cumulative GPA is below the minimum acceptable at NMC.

If a student’s current GPA at the end of the probationary term is again below the minimum
acceptable, but the cumulative GPA is the minimum acceptable or above, the student may
register for another probationary term. Moreover, if a student’s term GPA is the minimum
acceptable or above, but the cumulative GPA is below the minimum acceptable, such a student
may also register for another probationary term. Probation is lifted when both the term and the
cumulative GPAs rise above the acceptable minimum level, namely 2.00 GPA on 100-level or
above courses. If the student’s term GPA and cumulative GPA at the end of the probationary
term are below the acceptable minimum, the student will be suspended from NMC for one full
term.
**READMISSION AFTER SUSPENSION**

After one term of suspension a student may apply for readmission to the College. Prior to being readmitted, the suspended student will be assigned an academic advisor who with the student will devise a written plan of remedial action and a proposed course of study for the coming term. Upon readmission, the student will be placed on probationary status until the conditions for removing probation indicated above have been met.

**ACADEMIC DISMISSAL**

During the first term after readmission, any student who was suspended must earn a term GPA of at least 2.0. Failure to earn this minimum term GPA will result in dismissal from the College for one full academic year. After this period of time the student wishing to be readmitted to the College must petition the Director of Admissions and Records in writing. The Director may grant permission for readmission under the same provisions as those required of a suspended student.

**STUDENT APPEAL AND GRIEVANCES**

NMC is committed to a policy against illegal, arbitrary, or unreasonable discriminatory practices. All groups operating under the Board of Regents, including administrators, instructional faculty, non-instructional faculty, staff, student government, and programs sponsored by NMC, are governed by this policy of nondiscrimination.

NMC, in accordance with applicable federal and Commonwealth law and college policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or veteran status.

Initially, the student, or complainant, who is considering submitting a complaint or grievence, should attempt to resolve the concern directly with appropriate department chair, supervisor, faculty member, staff member or student. If a student is dissatisfied with the results of these discussions, he/she may submit an appeal to the Office of the Dean of Student Services which will route the formal complaint through appropriate procedures. The Student Appeal and Grievance Form is available at the Office of the Dean of Student Services.

Communicating concerns and grievances is a normal and healthy approach to managing stress and the demands of college life. All students should feel comfortable talking with their respective academic advisors, instructors, and departmental staff to express individual concerns and issues. Students may also visit with a counselor at any time during their enrollment and for any reason. All students who feel their rights have been violated have a right to be heard promptly.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

At least once a year Northern Marianas College informs students of the Family Educational Rights and Privacy Act, with which the institution intends to fully comply. The Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the
right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

NMC policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Library, the Office of the Dean of Student Services, and the Counseling Programs and Services Office.

The College has designated the following items of student information as public or directory information. FERPA defines “directory information” as “information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.” It includes, but is not limited to:

- Student name
- Address
- NMC Student e-mail address
- Telephone number
- Date and place of birth
- Dates of attendance
- Registration status
- Class
- Major Field of study
- Awards
- Honors
- Degree(s) conferred
- Most recent previous educational agency or institution attended
- Past and present participation in officially recognized sports and activities
- Physical factors such as height and weight of athletes

The College may disclose this information for any purpose at its discretion. Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act. To withhold disclosure, written notification must be received in the Office of Admissions and Records prior to the end of the term’s add/drop/late registration period. Forms requesting the withholding of directory information are available from the Office of Admissions and Records. The request to withhold disclosure will remain in effect until the student provides written notification to this office.

The College assumes that when a student fails to request that directory information be withheld, the student is indicating approval for disclosure of information for that term and following terms until otherwise requested.

CONFIDENTIALITY OF ACADEMIC RECORDS

Students:
- DO have the right to view and inspect their educational records (excluding financial records of their parents).
- DO have the right to have directory information withheld from all persons or organizations outside the College.
- DO NOT have the right to obtain their grades, placement test results, or other information not considered directory information, by telephone.

Parents:
- DO have the right to obtain the educational records of their child only if they provide a signed statement that their son or daughter is a dependent as defined by the U.S. Internal Revenue Service or the Northern Marianas Territorial Income Tax laws. Parents are, however, encouraged to obtain final grades with the written approval of the student.
POLICY ON NONDISCRIMINATION

The Northern Marianas College (NMC), in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, or disability in any of its policies, procedures, rules, and regulations.

In compliance with the Age Discrimination in Employment Act of 1975, the college does not discriminate against any employees or applicants for employment on the basis of their age.

This non-discrimination policy covers admission, access and treatment in NMC programs and activities including, but not limited to, academic admissions, financial aid, educational services, athletics, and application for employment.

In conformance with the requirements of Title II of the Educational Amendments of 1976, amending the Vocational Education Act of 1963, NMC is committed to overcoming sex discrimination and sex stereotyping in all academic and non-academic programs.

In conformance with Federal law and College policy, the NMC is an equal opportunity employer.

POLICY ON SEXUAL HARASSMENT

NMC is fully committed to all federal, commonwealth, and local human rights and equal opportunity laws. Title VII of the Civil Rights Act of 1964, with the 1991 amendments, and Title IX of the Education Amendments of 1972 are strictly enforced. This legislation specifically prohibits sexual discrimination in employment, and in educational programs and services, respectively.

Students have the right to gain access to and complete an educational program at NMC. Interference with students’ admission to and successful completion of their education by any person through unlawful sexual conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student’s education through any means of sexual harassment or intimidation.

A student who feels that he/she has been sexually harassed may file a complaint with the Director of Counseling Programs and Services or the Dean of Student Services.