



**NHTI**  
Concord's Community College

# ADJUNCT FACULTY GUIDEBOOK

Fall, Spring, and Summer 2022-2023



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Disclaimer: The information contained in this handbook is to be used as a guide to NHTI – Concord’s Community College for the adjunct faculty. Information provided in the publication is reflective of that which is in effect at the time of preparation. Program information, program requirements as well as information on policies, courses and fees are subject to change at any time. The college reserves the right to modify aspects of college operations, as well as to change tuition and other charges without notice.

# WELCOME TO NHTI

The employees of NHTI – Concord's Community College welcome you to our college! It's the expertise and knowledge of faculty like you that make our students successful in their chosen fields. This handbook can be used as a reference for all faculty, new or experienced, to get helpful information. Should you have questions, contact your department chair or the Office of Academic Affairs.

## **The Office of Academic Affairs**

Little Hall – Suite 101

603-230-4020

[NHTIacademicaffairs@ccsnh.edu](mailto:NHTIacademicaffairs@ccsnh.edu)

## **NHTI – Concord's Community College**

NHTI opened in 1965 under the name New Hampshire Technical Institute with three engineering technology programs and fewer than 30 students. Over the years, we have grown into a comprehensive community college offering thriving campus life and many academic programs in diverse fields such as business, criminal justice, education, nursing, visual arts, and engineering technology. Though we have been known as NHTI for a number of years, the college official changed its name to NHTI – Concord's Community College in 2008.

NHTI is one of 7 colleges within the Community College System of New Hampshire (CCSNH), a public system of higher education. CCSNH is led by a board of trustees, a chancellor, and the college presidents. CCSNH is organized pursuant to NH RSA 188-F. The chancellor's office is located in Concord on NHTI's campus. All CCSNH colleges are independently accredited by the New England Commission of Higher Education (NECHE).

- Great Bay Community College, *Portsmouth*
- Lakes Region Community College, *Laconia*
- Manchester Community College, *Manchester*
- Nashua Community College, *Nashua*
- NHTI – Concord's Community College, *Concord*
- River Valley Community College, *Claremont*
- White Mountains Community College, *Berlin*

## **Collective Bargaining Agreements**

New Hampshire has a collective bargaining law that governs public employee labor relations. Pursuant to RSA 273-A, the CCSNH has 3 certified bargaining units. Staff and adjunct faculty are represented by the State Employees' Association of New Hampshire, Inc., SEIU Local 1984 (SEA); full-time faculty are represented by the New Hampshire Higher Education Union (NHHEU)/IBEW 2320. The current negotiated contract for the adjunct Faculty can be found [here](#).

More information on the collective bargaining agreements can be found on the Employee and Labor Relations section at [my.CCSNH.edu](http://my.CCSNH.edu).

## **Administration**

Dr. Patrick Tompkins, *President*

Dr. Andrew Fisher, *Vice President of Academic Affairs*

Dr. Rebecca Dean, *Associate Vice President of Enrollment and Student Success, Interim Vice President of Student Affairs*

Marsha Bourdon, *Business Operations Officer*

Crystal McIntyre, *College Human Resources Officer*

In addition to this document and the documents cited within this guidebook, the CCSNH Board of Trustees Policies and System policies can be found on the Community College System of New Hampshire website [www.ccsnh.edu](http://www.ccsnh.edu).

## Department Chairs

Accounting	Aaron Conn
Addiction Counseling	Mike O'Bryant
Allied Dental Education	Lisa Scott
Animation and Graphic Game Programming	Aaron Conn
Architectural Engineering Technology	Dr. Liaquat Khan
Biology, Chemistry, Natural Sciences, and Health Services	Amy Liptak
Business	Aaron Conn
Child and Family Studies	Diana Menard
Civil Engineering Technology	Dr. Liaquat Khan
Computer and Electronic Engineering Technology	Dr. Liaquat Khan
Criminal Justice	Michael Raymond
Early Childhood Education	Diana Menard
Education	Dr. Kelly Dunn
English	Dr. Alan Lindsay
General Studies	Dr. Paula DelBonis-Platt
Hospitality and Tourism Management	Aaron Conn
Human Services	Mike O'Bryant
Industrial Design	Susan Haas
Information Technology	Aaron Conn
Landscape and Environmental Design	Dr. Liaquat Khan
Liberal Arts	Dr. Paula DelBonis-Platt
Mathematics and Physics	Dan Shagena
Mechanical/Manufacturing Engineering Technology	Dr. Liaquat Khan
Nursing	Mary Jean Byer
Orthopaedic Technology	Amy VonKadich
Paralegal Studies	Stacey Peters
Paramedic Emergency Medicine	Keith Wilding
Radiation Therapy	Amy VonKadich
Radiologic Technologies	Amy VonKadich
Robotics and Automation Technology Engineering	Dr. Liaquat Khan
Social Sciences	Dr. Paula DelBonis-Platt
Teacher Education Conversion Program	Dr. Kelly Dunn
Visual Arts	Susan Haas

## Adjunct Faculty Team Leaders

Chad Johnson, <i>Information Technology Instructor, Co-Team Leader</i>	603-271-6484 x4390
Heidi Karajcic, <i>Academic Affairs Administrative Secretary, Co-Team Leader</i>	603-271-6484 x4205

# ORIENTATION

## Mission, Purpose, Value Statement

### Mission

NHTI creates a caring culture that fosters innovative teaching and learning, supports economic mobility, and meets the needs of a diverse community by growing and strengthening partnerships with businesses and education.

### Purpose

We serve students, businesses, and the community by building academically excellent pathways towards sustainable careers, community engagement, and social responsibility.

### Values

<b>Learning</b>	We foster intellectual curiosity and the application of knowledge to promote critical, creative thinking.
<b>Mutual respect</b>	We cultivate an environment in which acceptance, kindness, and collegiality create a valuable exchange of ideas cultivating diversity, equity and inclusion.
<b>Engagement</b>	We collaborate with each other, businesses, and community organizations to develop principled and ethical citizens.
<b>Accountability</b>	We commit to individual and institutional responsibility in the stewardship of our human, intellectual, physical, and fiscal resources.
<b>Innovation</b>	We support the development and pursuit of new ideas to thrive in an ever-changing world.
<b>Integrity</b>	We uphold fairness, honesty, and ethical behavior.

## NHTI Jargon

As in any community, many names are shortened by using acronyms, nicknames, or previous names. Following is a list of some jargon used at NHTI.

*Academic Affairs (AA):* The division of the college that oversees the academic departments and includes:

- Dr. Andrew Fisher, Vice President of Academic Affairs
- Trish Dionne, Director of Online Learning
- Gary Gonthier, Statistician, Institutional Research, and Grants
- Heidi Karajcic, AA Administrative Secretary

*Adjunct (or part-time) Faculty:* Faculty members who are contracted to teach specific courses on a semester-to-semester basis and are not eligible for employee benefits

*Banner:* The NHTI learning management system used by the college to keep track of all student and faculty records

*Canvas:* A learning management system

*Business Training Center:* The BTC provides workshops and training for learners, businesses, and agencies in the Greater Concord area. If you are interested in learning more, contact the BTC at 603-271-6484 x4262.

*Department Chair (DC):* Provides educational leadership, direction, and vision for an academic department

*Department Head:* Provides direction and vision for a non-academic department

*eStart, Early College, and Running Start:* NHTI courses that are offered for college credit in New Hampshire high schools.

*Helpdesk:* NHTI IT support for faculty, staff, and students.

*Matriculated:* Students who have been accepted into an academic program.

*Non-Matriculated:* Students who have not been accepted into an academic program.

*SIS:* The Student Information System allows you to view your personal information, class schedule, and roster and student information. You will also use SIS to enter mid semester and final grades

## Campus Buildings

<i>Business Building</i>	Business office and Campus Safety
<i>Wellness Center</i>	Gymnasium, weight room, Athletics Office
<i>Farnum Hall</i>	Adjunct faculty office, computer lab, Visual Arts faculty offices, Visual Arts classrooms, copier
<i>Grappone Hall</i>	Nursing, English, Child and Family Studies, Human Services, and Education programs; Simonton Lecture Hall, Concord Orthopaedic Auditorium, faculty offices, computer lab, classrooms, copier
<i>Learning Commons</i>	Academic Advising Center, Academic Center for Excellence, Accessibility Services, Bookstore, computer labs, ESOL office, Library
<i>Little Hall</i>	President's office, Academic Affairs offices, Capital Commons, Engineering Technology and Mathematics/Physics programs, Faculty offices, computer labs, classrooms, copier
<i>MacRury Hall</i>	Paramedic, Diagnostic Medical Imaging, Natural Sciences, and Dental programs; faculty offices, computer labs, classrooms, copier
<i>Maintenance</i>	Maintenance and grounds services
<i>Langley, South, Strout Halls</i>	Student residence halls
<i>Student Center</i>	Offices of Student Life, Campus Activities, Community Service, Health Services, Counseling Services, Residence Life, and Student Affairs; Multi-Purpose Room, Student Senate, student organizations, Criminal Justice program
<i>Sweeney Hall</i>	Accounting and Business Administration programs, Admissions, Bursar, Business Training Center, classrooms, Financial Aid, Information Technology program, Registrar, Sweeney Auditorium, copier, Information technology (help desk)

#### Other Businesses Sharing the NHTI Campus:

<i>CCSNH Office</i>	Administrative support for N.H.'s seven community colleges
<i>Mary Stuart Gile Early Learning Center</i>	Childcare facility and Child and Family Studies Department laboratory school training center
<i>McAuliffe-Shepard Discover Center</i>	Educational science center featuring exhibits and programs on aviation, astronomy, and Earth and space sciences
<i>Police Standards and Training</i>	Home of New Hampshire State Police and Police Training

### Academic Calendar

The current and official Academic Calendar is posted [on the college's website here](#).

An updated calendar containing specific events will be available at the start of each academic year. The calendar lists the dates class is not in session and when classes are held only in the day or evening session.

College offices are closed for these New Hampshire state holidays:

New Year's Day	Labor Day
Martin Luther King Jr./Civil Rights Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Winter Recess (the week following Christmas)
Juneteenth	

# POLICIES AND PAPERWORK

## Academic Policies

[A complete list of academic policies can be found here.](#)

## Curricula

Course content is managed by the specific program's department chair. Full descriptions of courses and samples of course outlines can be obtained by contacting the department chair.

## Textbook Selection

Textbooks are selected and/or approved by the department chair and faculty. The department chair will explain ordering procedures, including how to obtain instructor copies. Contact the bookstore at 603-224-8231 approximately 2 weeks before the semester begins to verify that the correct books are available for your students. NHTI anticipates the required textbooks will remain in use for a minimum of 2 academic years. Textbook changes are required when a new edition is published, the technology changes, or the faculty review another textbook that better meets the curricula.

## Syllabus

A syllabus containing the Academic Affairs notices and covering all required content is required for all courses. All syllabi need to use the approved NHTI format; your department chair can provide you with a sample syllabus for your course. Academic Affairs notices are updated each semester and located on the NHTI website and linked in every Canvas shell. A syllabus for each course you are teaching must be emailed to your department chair prior to the start of each semester.

## Bookstore

Follett, a Division of Campus Stores, is located in the NHTI Learning Commons building. It carries NHTI insignia clothing, gifts; calendars, and planners; candy, snacks, and beverages; school and office supplies; Nursing program supplies, reference books, and study aids. Employees presenting a valid NHTI ID receive a 10% discount on certain merchandise. Call 603-224-8231 for information and hours.

## Canvas

The required online platform for use with all NHTI classes is Canvas; it is mandatory that all faculty use Canvas for each class they teach. The course syllabus and CCSNH instructor contact information is required to be uploaded for each course. If you are unfamiliar with Canvas, [training tutorials are available here](#). You can also ask your department chair. You can use Canvas for the following tasks:

- Listing assignments and links to web resources for 24/7 access by students
- Encouraging use of discussion boards and virtual chat rooms to boost collaboration and student participation
- Receiving student papers and assignments online
- Administering and grading quizzes
- Posting grades

When students are required to use any or all of these features, faculty has found that the students are more engaged.

## Regular and Substantive Interaction

### *Elements of Regular and Substantive Interaction*

The Federal Department of Education defines substantive interaction as engaging students in teaching, learning, and assessment consistent with the course content under discussion. This includes at least two of the following (which must equate to at least 50-60 minutes every week for a 3 credit-hour full-semester course, or a scaled number of minutes for a course with a different number of credit-hours and a shorter term):

- Providing direct instruction
- Assessing or providing feedback on a student's coursework
- Providing information or responding to questions about the content of a course or competency

- Facilitating a group discussion regarding the content of a course or competency
- Other instructional activities approved by the institution's or program's accrediting agency

An institution ensures regular interaction between a student and an instructor or instructors, prior to the student's completion of a course or competency, by:

- Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency
- Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring or upon request by the student.

#### *Instructor Responsibilities*

Regular and substantive interaction must:

- Be with an instructor as defined by the institution's accreditor, and be initiated by the instructor
- Be scheduled and predictable
- Be academic in nature and relevant to the course
- Ensure instructors are promptly and proactively engaging students in substantive interaction
- Include at least 2 of the following methods for substantive interaction (the college must be able to show evidence of at least 2 in their course):
  - Direct instruction (i.e., discussion participation, etc.)
  - Informational support for students' questions or in a discussion forum about course content
  - Coursework assessment or instructor feedback assignment- and student-specific
  - Active participation in discussion forum related to the course content
  - Other instructional methods to be approved by accreditor

*Examples of regular and substantive interaction include but are not limited to:*

- Participation in regularly scheduled learning sessions (where there is an opportunity for direct interaction between the student and the qualified instructor)
- Personalized comments (in any medium) for an individual student's assignment or exam
- An instructor-moderated online discussion forum
- Announcements or check-ins about academic aspects of the class
- Regularly set office hours initiated by the instructor
- Overview videos that accompany recorded lectures
- Observation of discussion activity, assessment completion, and user activity to offer interaction opportunities
- Use of small working/study groups moderated by the instructor

*What does not constitute regular and substantive Interaction?*

- Pre-recorded video lectures available for students to watch at their own pace
- Student-solicited office hours
- A student logging into a live webinar with no opportunity for interaction
- Asynchronous courses without at least 2 of the methods listed for substantive interaction
- Assignment of recorded webinars, videos, and reading materials if the course design does not require the students to review the assigned material and then interact with the instructor
- Contact with instructors not related to the course subject matter
- Adding numeric grades to the course gradebook
- An automatically graded quiz
- A welcome message sent during the first week of class and another around mid-semester
- Encouraging students to participate in an optional, one-time online review session before the final exam
- Reminding students of the course attendance policy
- Posting an announcement about an upcoming assignment deadline
- Providing an open-ended online forum that is not moderated by the instructor

#### *Guiding Resources*

- [Code of Federal Regulations: Part 600](#)
- [Department of Education - Distance Education and Innovation](#)
- [Summary of Distance Education and Innovation](#)
- [NHTI's Wellness Center](#)



# COURSE INFORMATION

## Class Cancellations

In the event you need to cancel a class for illness or emergency, please call NHTI as early as possible as some students travel to attend class. The protocol below is to be followed for reporting an unscheduled absence.

- For cancellations, call the switch board at 603-271-6484 and email [NHTIacademicaffairs@ccsnh.edu](mailto:NHTIacademicaffairs@ccsnh.edu). They will ensure the appropriate signage is posted outside your classroom. Be prepared to give your name, the course title and number, class meeting time, building and room number where the class meets, and any instructions for your students (i.e. check your email, check Canvas, study for test, etc.).
- Notify your department chair(s) as soon as possible after the need for the absence is determined.
- Post an announcement to Canvas. Include any instructions, readings, assignments, etc., to be done in your absence.

Cancellations due to inclement weather will be posted on the NHTI website and announced on local radio and TV stations. Visit [getrave.com/login/NHTI](http://getrave.com/login/NHTI) to enroll in receiving these notifications on your phone and via text, and/or email.

## Class Rosters

A roster is a list of all students registered for a class; it is the primary way of managing attendance, withdrawals, etc. A student's financial aid, health insurance, veteran's benefits, and athletic eligibility may be affected based on the roster. All faculty members must access class rosters through SIS. You're required to return your roster(s) to the Registrar's Office after the end of the add/drop period.

## Official Rosters

At the conclusion of the add-drop period, all faculty will review and return official rosters to the Registrar's Office. You're required to review your rosters and indicate if a student has "Never Attended (NA)" and indicate the names of students who are attending but do not appear on the roster. If a student's name is not on the roster, send the student to the Registrar's Office to officially register for your course. Whether there are changes or not, all rosters must be returned to the Registrar. Faculty who fail to return accurate rosters will be referred to their department chairs and/or Academic Affairs. If you have questions regarding rosters, contact the Registrar's Office by calling 603-230-4014. To view the most current roster at any time during the semester, access the SIS.

If matriculated, the student's major is listed on the roster under MJR. Knowing a student's major may be important if it becomes necessary to speak with their academic advisor. The names of department chairs, faculty, and associated academic departments [may be found here](#).

## Reading Rosters

The STAT column on the rosters indicate the status of the student's registration using the following codes:

- RE: Official registered
- RW: Web registered (students registered themselves via SIS)
- WL: Wait list (to confirm that a student is enrolled in your class contact the Registrar)
- AU: Auditing ([please see the audit policy here](#)).

## Roster Information for Online Classes

The Department of Education defines what it is to attend an online class: "In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question."

This is to say, a student who has only logged into the online class and has not demonstrated any engagement toward course outcome-specific assignments, or course-content specific discussion participation, must be identified as NA on the official attendance roster you submit to the Registrar's Office. Participation in a low-weight (low grade or complete/incomplete grade) ice-breaker discussion that asks students to introduce themselves to the class and share a perspective of the learning outcomes of the course constitutes academic engagement. You can find more information about this definition of online academic engagement/attendance here: [Code of Federal Regulations, Title 34 – Education](#).

## Student Information System

Reminder: All student information must be kept confidential!

To access the Student Information System (SIS), go to [www.nhti.edu](http://www.nhti.edu) click on the "Faculty and Staff" link at the bottom of the page. Click on "Student Information System (SIS)". Enter your CCSNH easy login. If you encounter problems accessing SIS, use the Login Help page here: <https://portal.ccsnh.edu/enduser/callback>. If you continue having problems accessing SIS, contact the NHTI Helpdesk at 603-230-4063 or [NHTIhelpdesk@ccsnh.edu](mailto:NHTIhelpdesk@ccsnh.edu).

At the "Personal Information" menu, you may view:

- Student EasyLogin information
- Change your SIS security question, address/phone number, e-mail, emergency contacts, ethnicity and race, SIS PIN, advisor, and emergency notification information

From the "Faculty and Advisors" menu, you may choose:

- Faculty EasyLogin information
- Term selection
- CRN selection
- Faculty detail schedule
- Week at a glance
- Detail class list
- Summary class list
- Detail wait list
- Summary wait list
- Midterm warnings
- Final grades
- Class schedule
- Course catalog
- Student information menu

## Student Work

### *Plagiarism/Cheating*

The Plagiarism/Cheating Policy, which outlines the process should a student be suspected of plagiarizing work or cheating, [can be found here](#). Further information on the judicial process at NHTI [can be found here](#).

### *Make-Up Exams/Make-Up Testing Services*

Check departmental policies regarding missed exams/tests. Be sure your testing policy is stated clearly in your syllabus. You have the option to proctor your make-up exams. A make-up testing service is available in extenuating circumstances that result in an individual student missing a regularly scheduled test. This service is not available for when a class is cancelled for any reason; in those situations, the exam should be administered by the instructor in the next regularly scheduled class. NHTI offers proctoring for make-up tests for hard copy tests (only) for faculty and students who have no other alternative for making up a test. The testing is usually available 2 days a week during the fall and spring semesters, and times may vary. Contact ACE for a schedule of make-up times during the semester. Test accommodations for students with documented disabilities will continue to be administered in ACE. For information, call 603-230-4027.

## Department Meetings

Adjunct CBA Article 9.B.5 states: "Attendance at college or department meetings, as required. A reasonable attempt shall be made to attend such meetings, however, when such meetings cannot be attended the adjunct faculty members shall take the necessary steps to obtain the information/material covered during the meeting."

## Right to Privacy for Students

When in doubt, do not release any student information. NHTI follows the guidelines from the Family Education Rights and Privacy Act ([FERPA](#)) that restrict the dissemination of student information without written permission from that student. To avoid violations of FERPA rules:

- Do not leave graded tests in a stack for students to pick up by sorting through the papers.
- Do not circulate a printed class list with student name and I.D. number or grade.
- Do not discuss the progress of any student with anyone other than the student (including parents or spouses).
- Student consent is tracked through Banner; you must verify the release of student information on file by

- contacting your department chair or the Registrar at 603-230-4014.
- Do not comment on a student's progress to anyone, including other faculty.
- Do not provide anyone with names of students enrolled in your classes for any purpose.
- Do not provide anyone with student schedules or assist in locating a student.
- Do not share a student's personal information with anyone.

## Final Exam Policy

The measure of student progress at the end of the semester is mandatory. Final exams are a traditional assessment tool. If you would like to use an alternative method, such as a presentation, portfolio review, or take-home final, you must have it reviewed and approved by the department chair.

### *Day Class Final Exams*

Final exam week is the last week of the semester as scheduled on the academic calendar. At the beginning of the semester, submit any specific final exam requests to the office of Academic Affairs; final exam schedule will be completed and made available to faculty. Attempts are made to schedule an exam during the regular class time; however, it is not always possible to do so. Check with your department chair regarding specific final exam policies.

### *Evening Class Final Exams*

Final exams for evening classes are given during the last class.

### *Final Exam Make-up and Incomplete Grades*

If a student misses their final exam or project deadline and extenuating circumstances have prevented the completion of the course, they may be given an incomplete (I) grade. The student must have a reasonable chance of completing the missing work. Department chairs must be informed when an incomplete grade is issued, as incomplete grades may affect a student's GPA and/or financial aid status. Incomplete grades must be resolved by the end of the third week of the subsequent semester (fall and spring) and within 3 weeks of the earliest start date of the summer semester. Incomplete grades that are unresolved will revert to an F. Please consult the Incomplete Grade Policy when considering giving an incomplete to a student.

## Course Evaluations

All courses are evaluated by students through standardized online course evaluations sent to them in the concluding weeks of a course. It is through this method that the college can get feedback on instruction and learning experiences. Encourage students to complete these online evaluations. Evaluation results are made available to you and your department chair soon after final grades are due in SIS. This is an opportunity for faculty to reflect on their teaching soon after the course has been completed. Questions or concerns regarding evaluations should be directed to your department chair or Academic Affairs.

## Grading System

NHTI uses a letter grade system in which each grade reflects a level of achievement measured against course objectives. All final grades are submitted online via the SIS. Your department chair can guide you in submitting grades and determining grading system parameters for your course. Refer to the Grading Policy, a summary of which is available at <https://www.nhti.edu/departments/academic-affairs/academic-policies/>.

### *Pass/No Pass*

These grades are used for clinical performance and are not calculated in the GPA.

### *W/WP/WF Grades*

These grades indicate a student has withdrawn from class.

### *AF*

Instructor- or administration-initiated withdrawal for any reason other than poor grade performance (e.g., failure to meet attendance requirements, violation of the Student Code of Conduct, disruptive behavior, etc) is an option. Always discuss the situation with your department chair before administering an AF grade.

### *Audits*

Letter Grade	Definition
A	An honor grade representing achievement of a level of understanding and ability which is excellent and distinctive
A-	
B+	Represents achievement of a level of understanding and ability of consistently high quality
B	
B-	
C+	Represents achievement of a level of understanding and ability consistent with those levels required for successful entry into the student's chosen career field
C	
C-	
D+	Represents some evidence of achievement, but substantially below the level required for successful entry into the student's chosen career field
D	
D-	
F	Represents negligible academic achievement. A student who earns an F in a prerequisite to other courses must repeat the failed course with a passing grade before being eligible to continue with the course sequence

P	Pass
PP	Provisional pass; warning
NP	No pass; unsatisfactory

W	Student initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course). Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).
WP	Student initiated withdrawal from a course after the drop deadline (60%) of the courses; student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).
WF	Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an "F".

AU is an audit (no credit, no grade). A course taken for AU does not earn credits and is not counted for graduation.

#### *Submitting Grades*

Faculty members are required to submit final grades electronically by 12 p.m. on the first work day after finals week. The department chair for day classes will review the process of grade submission. Please contact your department chair or the Registrar's Office at 603-230-4014 with questions.

#### *Grade Books*

Grade books may be obtained from the academic department support staff. Attendance, grades, and the documentation used to calculate them are a product of work, are the property of the college, and must be kept for 5 years. Adjunct faculty must submit documentation to the department chair at the end of each semester. Grading can be tracked electronically via Canvas.

#### *Grade Appeals/Grade Changes*

Any appeal of a grade must be initiated by the student with the instructor. See the [Grade Appeal Policy](#).

For a grade appeal based on an alleged incident of cheating or plagiarism, consult the Office of Academic Affairs or the [Student Handbook](#).



# SUPPORTS AND RESOURCES

## Student Services

### *Accessibility Services*

It is the mission of NHTI Accessibility Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college's Accessibility Services office. Reasonable accommodations are provided to ensure equal access to classes and programs. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills.

NHTI is in compliance with Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments of 2008. Students with disabilities are not discriminated against in terms of program admission and/or opportunities for academic success. Information regarding a student's disability is kept confidential according to law. Students who wish to receive academic accommodations must provide documentation of their disability to the coordinator of Accessibility Services at 603-271-6484 x4117. Reasonable accommodations for students with disabilities are based on documentation and individual needs.

Students with disabilities must address the same course objectives, conduct code, and health, character, and technical standards of specific programs as do all other students. The college curriculum is not modified, and faculty are not required to alter the essential elements of the course. Students with disabilities who choose not to disclose a documented disability are not eligible for accessibility services. Faculty should not provide accommodations to students who do not present an NHTI approved Letter of Accommodation (LOA) in advance.

Students granted accommodations must present you with a LOA that specifies the accommodations that are approved through Accessibility Services. Set up a time to discuss these accommodations privately with the student. Any questions about accommodations should be directed to the coordinator of Accessibility Services at 603-271-6484 x4117.

### *Academic Center for Excellence*

The Academic Center for Excellence (ACE) provides free academic assistance to all NHTI students who would like to improve their grades. ACE offers peer tutoring in most subjects and professional drop-in tutoring in writing, math, study skills, critical reading, anatomy and physiology, and biological sciences. Accessibility Services and a computer learning lab are also located in ACE. For more information, [visit ACE](#).

### *English for Speakers of Other Languages*

The cross-cultural education department is located in the Learning Commons, room 135. The department works to provide tools, strategies, and materials for second language/second culture students and their instructors. Services include support in acculturating to the college and community life. Prospective students may test to allow for academic recommendations and courses. English as a Second Language (ESOL) courses are offered throughout the year. An academic transition allows students to take ESOL courses and courses required in their chosen program simultaneously. One-on-one and open group tutoring can be arranged in ACE. Programs that assist members of the international, immigrant, and host communities better support cross-cultural communication and to promote awareness and understanding of and appreciation for the growing diversity of our community. Call 603-230-4055 for more information or [click here](#).

### *Student Life*

There are many student organizations and activities on campus. An event calendar is published by the Office of Student Life and is available at [www.nhti.edu/events/](http://www.nhti.edu/events/). Please feel free to volunteer and encourage your students to participate in college organizations and events. For more info, contact the Student Life Office at 603-230-4045 or [click here](#).

## Learning Commons Library

NHTI's Learning Commons Library is the learning and information hub of campus and is located in the Learning Commons building. Students, staff, and faculty members can access our collection of print, digital and audio books, streaming videos and DVDs, print and digital periodicals, and carefully selected databases. Patrons can log in to use our extensive and robust digital resources 24/7 by entering their EasyLogin credentials when prompted.

The Learning Commons Library's staff is available to assist you throughout the work week, and both the coordinator and instruction specialist offer in-person and virtual library and information literacy instructional sessions that can be tailored to a program of study or a research project. To encourage the use of open educational resources (OERs) and no/low cost course materials, faculty are welcome to place items such as textbooks, films, and lecture notes on reserve. Items not in the NHTI collection can be requested through Interlibrary Loan. To schedule library instruction, place an

item on reserve, request an item through InterLibrary Loan, or inquire after library operations, please call 603-230-4028.

## Administrative Services

### *Administrative Support Staff*

If you have any questions the Administrative Support Staff is an excellent resource. Academic Affairs can direct you to your appropriate administrative support staff.

### *Copying*

- Copyright Laws: NHTI strictly follows copyright law. You are required to obtain copyright permission through the college's account. For more information about obtaining copyright clearance, contact a librarian at 603-230-4028 or [click here](#).
- Copier locations: For instructor use, copiers are located on the first floor of Sweeney Hall behind the Admissions Office, the first floor in MacRury Hall, the first floor of Little Hall, Farnum Hall, and the second and third floors of Grappone Hall. The copiers have USB slots so you can print from a flash drive and can scan and email. The Little Hall, Grappone Hall, and MacRury Hall copiers are available during day and evening hours.
- Student print policy: Copiers for student use are located in the Learning Commons. NHTI extends free printing privileges in computer labs to students up to 350 pages each semester. To access printing privileges, students must log into the system using their NHTI student account.

### *Office Supplies*

See your department administrative support staff or department chair. Supplies that are generally available include paper, pens/pencils, and white board markers. If an item you need is not in stock, it may be ordered for you with approval from your department chair and the vice president of Academic Affairs (VPAA).

### *Multimedia Services*

Most classrooms and lecture halls are equipped with desktop computers, LCD projectors, and connections for laptops and memory cards. Several classrooms offer Hyflex technology. To reserve equipment, request media assistance for your class, or report technological concerns, email [NHTIhelpdesk@ccsnh.edu](mailto:NHTIhelpdesk@ccsnh.edu) or call the helpdesk at 603-230-4063. Include the time, duration and location of your class, what equipment you will need, your contact information, and if you will be needing assistance with the installation and operation of the equipment. Reservations are best made at least a week in advance, as equipment is limited.

### *NHTI Identification Cards*

The process to obtain your NHTI ID card is outlined at <https://www.nhti.edu/departments/campus-safety/>. ID cards are needed to:

- Access campus buildings after hours.
- Provide validation of your role at NHTI.
- Check out materials from the library.
- Gain a 10% discount at the bookstore on selected merchandise.

### *ADP Self Service Portal*

Through the [ADP Self Service Portal](#) you can obtain copies of your pay statements and annual statements, update direct deposit information, change your tax withholdings, and maintain personal information. Information on how to register for the ADP Self Service Portal can be found on the NHTI employee Canvas page.

### *Building/Room Access*

Faculty should contact Campus Safety at 603-224-3287 to gain access to campus buildings during secured times. Keys to classrooms, labs, and exterior doors are provided on an as-needed basis. Key requests must be in writing and approved by your department chair and the VPAA. Contact Campus Safety for a copy of the Key Request Form.

### *Room Usage*

Faculty may not change classrooms without receiving approval from Academic Affairs. Availability is limited and classrooms have been assigned to accommodate class times, size, and instructor/student needs. Since there may be times when you or your students need to be contacted, it is important for you to remain in your assigned area unless otherwise approved.

Classes are scheduled with 10 minutes between periods. Please be respectful of this 10-minute block; most classrooms will have someone in the room prior to and after your class; end your class on time so others can come in to begin theirs on time.

Classrooms should be left clean, blackboards and whiteboards should be erased, and desks should be returned to their original configuration. At no time should furniture be removed or borrowed from another location. If you find that your classroom is not properly furnished to accommodate your class, report your concerns to Academic Affairs.

#### *Email and Mailboxes*

The NHTI website, email, and Canvas are the primary ways through which important messages are communicated. It is important to check your campus email often. All CCSNH faculty and staff must use their CCSNH-issued email address for all communication with students. Consult your department chair to determine a physical mailbox location; campus mailboxes are generally housed in or near the academic department offices. Please check your mailbox each day you come to campus.

#### *Office Space for Adjunct Faculty*

Office space on campus is limited. There is dedicated adjunct faculty space in Farnum Hall in room 101D with computers and individual desks. This facility is available on a first-come-first-serve basis. Please use this space as needed and do not leave personal items behind.

If you need to meet with a student for tutoring, administering a make-up test, etc., your department administrative support staff can assist with reserving a room. ACE and the Library may have available space to meet with students.

#### *Parking*

All vehicles parked on campus, any time, must be properly registered and inspected. Faculty are required to have a parking permit displayed on the lower left corner of the vehicle's rear window. [See the complete parking policy.](#)

