

NHTI ACADEMIC AFFAIRS NOTICES

FOR INCLUSION WITH ALL COURSE SYLLABI

Students must meet the requirements of all academic policies. Therefore, students are expected to acquaint themselves with these policies by visiting the college's website at <https://www.nhti.edu/current-students/academic-policies/>.

Course Drop/Withdrawal and Refund

A full-semester course must be dropped by notifying the Registrar's Office or the Academic Advising Center prior to the end of the 14th calendar day of the semester in order to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit a Drop form to the Registrar's Office or Advising Center, but no refund will be granted. Ceasing to attend a class does not constitute an official drop or withdrawal and may result in a failing grade. Officially dropping a course prior to the completion of 60% of its scheduled duration will result in a grade of "W." After that time, a grade of "WP" or "WF" will be issued depending on the student's standing at the time of the drop.

Note: Dates are prorated for courses offered in an alternative format; contact the Registrar or Advising Center for details. Classes that run for less than the full semester have seven calendar days from the start of the alternative semester to drop with a full refund. See policy at: <https://www.nhti.edu/departments/academic-affairs/academic-policies/dropping-classes-withdrawing/>.

Classroom Etiquette

Academic integrity is of primary importance in the classroom, whether the classroom be face-to-face or online. Students and faculty are responsible for creating and maintaining an environment that supports an effective learning community. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior may compromise the learning and performance of all students. Such inappropriate behaviors include but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones; computers (other than for legitimate academic use); iPods (or similar devices); and use of derogatory or vulgar language. All students are expected to abide by the [Student Code of Conduct](#) as published in the [Student Handbook](#), as well as the <https://www.ccsnh.edu/admissions/student-resources/>, and are subject to sanctions as described therein for any violations.

Classroom Safety and Emergency Protocols

NHTI values the safety of its community members and guests. To report suspicious activity or if you are in need of assistance, contact the NHTI Campus Safety Department Monday through Friday from 8 a.m. to 4 p.m. at 603-230-4042, after hours and on weekends on the Emergency Line at 603-224-3287. You also may report non-emergency information using the following link <https://www.nhti.edu/departments/campus-safety/report-an-incident/>. If it is an emergency that requires police, fire or medical response contact 911 first, then contact the NHTI Campus Safety Department.

Emergency information will be provided to the college community via email, phone, and text through the NHTI Alerts program RAVE. Ensure your information is current in RAVE by going to <https://www.getrave.com/login/nhti> and logging on.

NHTI's Campus Safety Department provides its Annual Security Report and information on Campus Policies, Emergency Response, and Crime Prevention on its page on the NHTI website at <https://www.nhti.edu/student-life/campus-safety>

To aid in emergency response situations, all NHTI classrooms and offices have fire evacuation plans posted by the door and emergency cards at teacher stations. Emergency cards contain emergency response information along with first aid box/AED locations throughout campus. Please familiarize yourself with these items, and if you have any questions or concerns please contact the NHTI Campus Safety Department at nhticampussafety@ccsnh.edu.

Process to Address a Classroom Concern

NHTI is committed to creating and maintaining a positive and productive learning environment for all students. Students who have concerns about any aspect of the classroom experience should first discuss the concern with the course instructor. Discussions may be held in person, via telephone, or through the CCSNH email system. In the event that discussion with the course instructor does not resolve the issue, the concern should then be brought to the appropriate department chair (<https://www.nhti.edu/departments/academic-affairs/academic-department-chairs/>). Only after a student has been unable to resolve the issue through discussion with their course instructor and department chair should a student bring concerns to the vice president of Academic Affairs.

Where the concern about the classroom experience involves discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status, as defined under applicable law, the student should also report the conduct to the college's Title IX coordinator and follow the process in Student Affairs Policy 730.06

<https://www.nhti.edu/departments/campus-safety/title-ix-resources/>. Where the concern involves a grade appeal, the student must follow the process and timeline outlined in the Academic Affairs policy listed here: <https://www.nhti.edu/departments/academic-affairs/academic-policies/grading-system/>.

Civil Rights and Equity Issues (Discrimination and Harassment)

NHTI is committed to creating a professional setting for its students and employees and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, NHTI prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law. The college is sensitive to the concerns an individual may have in coming forward with a complaint regarding discrimination. The grievance reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is prohibited and will result in disciplinary action against the retaliator. Any NHTI student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an NHTI-sponsored activity should report such behavior to the NHTI Title IX coordinator (Ed Winters, ewinters@ccsnh.edu 603-271-6484 ext. 4209) or the NHTI Human Resources officer (Crystal A. McIntyre, Little Hall, President's Office Suite, CAMcIntyre@ccsnh.edu 603-271-6484 ext. 4122).

Reporting Sexual Misconduct, Violence, or Exploitation

At NHTI, every attempt is made to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in your written work, and in meetings with your professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence, and exploitation of individuals per federal statute and in compliance with established policies and procedures at NHTI – Concord's Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact the NHTI Title IX coordinator Ed Winters, ewinters@ccsnh.edu 603-271-6484 ext. 4209. You may also contact the Crisis Center of Central New Hampshire at 866-841-6229 (crisis line). You are not alone.

Additional information including resources can be found at:

- NHTI: <https://www.nhti.edu/departments/campus-safety/title-ix-resources/>
- New Hampshire Coalition Against Domestic and Sexual Violence: <https://www.nhcadv.org/>
- uSafe: <https://usafeus.org/>

The Academic Center for Excellence (ACE)

ACE, located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. ACE offers peer and professional tutoring in accounting, A&P, biological sciences, math, chemistry, physics and most other subjects. The Writing Center and Study Solutions Lab offers writing, reading, and study skills. ACE also includes Accessibility Services and a computer lab. For more information call 603-230-4027 or visit <https://www.nhti.edu/departments/academic-center-for-excellence/>.

Accessibility Services

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991, students with disabilities are eligible to receive accommodations and services to ensure equal access to classes and programs. Students with disabilities are encouraged to contact the coordinator of Accessibility Services as soon as possible for a confidential discussion regarding their learning needs and the process for requesting reasonable accommodations in the classroom. Once the Office of Accessibility Services has approved services, the student must show the Letter of Accommodation to their instructor. Accommodations are not provided retroactively. The Office of Accessibility Services is located in ACE or by email at NHTIaccessibilityservices@ccsnh.edu.

CCSNH Classroom Recording Policy

As per CCSNH policy: "Students are not permitted to record any class lectures, activities or discussion using electronic video, still photo, or audio recording unless the student first obtains permission from the instructor. If the recording is made as a recommended, reasonable accommodation or modification for a student with a disability, permission shall not be unreasonably withheld." To view the entire policy please go to: <https://www.ccsnh.edu/about-ccsnh/policies/> and select the System Policies for Academic Affairs (section 600) (starting on page 34).

Cross-Cultural Education and English For Speakers Of Other Languages (ESOL)

Cross-cultural education services provide tools, strategies, and materials necessary for second language/second culture students and their instructors. Services also include advising, and support

in acculturating to college and community life. Prospective students may test to allow for appropriate academic recommendations and course placement and registration. ESOL courses are offered for college credit throughout the year. An academic transition process allows students to take ESOL courses and courses required in their chosen program simultaneously. One-on-one and open group tutoring can be arranged through the Academic Center for Excellence (ACE). Programs that assist members of the international, immigrant, and host communities are also offered to better support cross-cultural communication. Call 230-4055 for more information or visit in person in the Learning Commons, room 130.

Plagiarism/Cheating Policy

As stated in the Student Handbook, honesty is expected of all NHTI students. In academic matters this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. Cheating includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation). Plagiarism includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means. Cheating and plagiarism are considered serious disciplinary matters and are subject to the same penalties and procedures as other NHTI disciplinary matters. Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may in turn lead to delay of graduation), suspension or dismissal from a program or from the college, or other sanctions as deemed appropriate

Cancellation/Delayed Start of Classes

When the president deems it prudent to cancel all classes at the college, students will receive a notice via their college email address using the NHTI RAVE Alerts Notification System. (To receive RAVE messages via other addresses/phone numbers, sign up at <https://www.getrave.com/login/nhti>.) An announcement will also be made on WMUR-TV (Channel 9) and local radio stations and will be posted to the NHTI website. Occasionally, the president will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if a two-hour delay is announced, and a student is scheduled for a class that normally meets from 8:00-10:50 a.m., the student should come to that class at 10:00 a.m. for the remaining 50 minutes of class; classes that are normally completed before 10:00 a.m. would be cancelled.

Grade Reporting

Faculty submit grades electronically to the Registrar's Office within a few days following the end of each final exam period. Final grades are not mailed to students. It is the student's responsibility to review their final grades via the Student Information System. Students who receive an "I" (Incomplete) grade should coordinate with the instructor to complete the remaining coursework as soon as possible. Unresolved "I" grades will convert to an "F" grade automatically at the end of the third week

of the following semester. An “I” grade will place a student's financial aid status on hold for the subsequent semester. Consult the NHTI catalog for the full “Incomplete Grade Policy.”

Student Athletes

NHTI values its student athletes and wants them to be successful both on the field/court and off. Therefore, student athletes participating on any NHTI-sponsored team must provide each of their instructors with documentation from the NHTI Athletic Department confirming their participation on a team, as well as the schedule of practices and games, within the first week of the semester or immediately upon joining a team (if joining after the semester begins) to receive consideration for excused absences, make-up testing, or other accommodations related to the team schedule. This documentation must be presented in advance of any special requests. Participation on an NHTI-sponsored team does not excuse any student from compliance with any/all course requirements. Faculty are not required to excuse students from class or lab to attend practice sessions, and there may be circumstances (such as clinical requirements) under which athletes may not be excused for games, though every effort will be made to accommodate the schedules of student athletes who work responsibly with their instructors.

Student Email

Official Community College System of New Hampshire (CCSNH) email accounts will be created automatically for all enrolled students at the time of course registration. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and will serve as the official account for all electronic communication with the college. This practice will ensure that all students are able to comply with the email-based requirements specified by faculty. Students are responsible for checking their official student email regularly and reading college-related communications. The electronic mail system is college property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of CCSNH or NHTI. The CCSNH electronic mail system is not to be used to create or forward any offensive messages. CCSNH is not responsible for the handling of email by outside vendors.

Academic Credit

NHTI awards academic credit in accordance with the policy of CCSNH, which equates a credit hour to one hour* of “lecture” per week for 15-16 weeks**; (2) 2-3 hours of lab per week for 15-16 weeks**; (3) 3 hours of practicum per week for 15-16 weeks**; (4) 3-6 internship hours per week for 15-16 weeks**; or (5) 3-5 clinical hours per week for 15-16 weeks**. In awarding academic credit, NHTI faculty create instructional plans, activities, and assessments with the expectation that students will spend a minimum of 2-3 hours outside of class per week per credit (***) in related course activities (completing assignments, studying, etc.).

*one instructional hour equals 50 minutes

** All “per week” hours should be prorated accordingly for alternative-length semesters. For example, a course that meets for 3 hours per week in a 16-week semester and requires 6-9 hours per week of additional work outside the classroom would meet for 6 hours per week and require 12-18 hours per week of additional study time when offered in an 8-week format.