

## **FACULTY AND ACADEMIC AFFAIRS**

### **X. FACULTY and ACADEMIC AFFAIRS**

#### A. Academic Affairs Organization and Responsibilities

The Academic Affairs Office, headed by the Vice President of Academic Affairs, manages all college offices that provide services that relate directly to credit-bearing instructional activities at NHTI, including the activities of academic departments, the Registrar's Office, the Library, and the Learning Center. Although the Academic Affairs Office is not responsible for the scheduling of courses offered through the Division of Continuing Education, the offices work closely together to ensure the academic integrity of offerings. Supervisory roles are illustrated in the NHTI Organizational Chart, which can be found in the Appendix.

#### B. Department Head Responsibilities and Stipend

##### 1. Responsibilities

Department Heads assist the Academic Affairs Office by providing leadership in the development and assessment of program curricula. They assist the Vice President of Academic Affairs in the preparation of class schedules and hiring of faculty; maintain and initiate contacts with appropriate business, industry, and health areas; work with the Vice President of Student Affairs in placement, counseling, and advising; and work with the Vice President of Continuing and Corporate Education to offer courses and programs to the community at large. Department Heads also carry a teaching load determined by agreement with the Vice President of Academic Affairs.

##### 2. Stipend

Academic program Department Heads receive additional financial compensation in accordance with the provisions of the Collective Bargaining Agreement.

#### C. Recruiting and Appointing Faculty

##### 1. Full-time

NHTI follows state regulations in recruiting employees, to include following Equal Opportunity and Civil Rights/Equity guidelines. Candidates are assessed using criteria appropriate to institutional and departmental requirements, consistent with published missions and purposes. Department Heads and faculty participate in search committees to interview candidates for teaching positions. Successful candidates are subsequently approved by the Vice President for Academic Affairs and the Institute President. New Hampshire Department of Personnel Rules and the State Employee Collective Bargaining Agreement explicitly state basic conditions for employment. While the State of New Hampshire does not issue individual written contracts for faculty members, the Institute provides Supplemental Job Descriptions for faculty members to clearly define professional expectations and responsibilities. Separate Supplemental Job Description forms have been developed for Professor, Associate Professor, Assistant Professor, and Instructor positions.

Information concerning any of the above rules, agreements, or job descriptions may be obtained through the NHTI President's Office or the NHCTC System Office.

A full-time faculty member is considered to be a permanent State employee upon completion of a one-year probation period.

## 2. Part-time

Department Heads are responsible for hiring, evaluating, and mentoring adjunct faculty, in accordance with published policies listed above and available through the Academic Affairs Office. Every effort is made to ensure that adjunct faculty members meet the same standards that are applied to full-time faculty members.

## D. Promotions

Salary, benefits, and contract duration issues are defined by the New Hampshire State Employee Collective Bargaining Agreement.

Information concerning the faculty promotion process is found in Section VI.K above and may also be obtained from the Academic Affairs Office or the NHCTC System Office.

## E. Faculty Workload

All full-time faculty carry a work load which is deemed reasonable and equitable by the Vice President of Academic Affairs, who is responsible for ensuring that high quality education is delivered to all students. The Collective Bargaining Agreement defines faculty workload as "a balance of teaching and non-teaching duties (office hours, institutional assignments/activities, departmental assignments/activities, professional development activities, and service to the community and student organization/advising activities)." Workload is calculated over an academic year to allow faculty and administration maximum flexibility. In determining a faculty member's instructional load the Vice President will take into consideration such factors as lab and lecture hours, clinic assignments, number of preparations, number of students, and other responsibilities, such as managing a department, serving on teams, or working on assigned non-classroom projects.

The following language in sections 1-4 is drawn directly from the Collective Bargaining Agreement.

### 1. Instructional Load

- a. A full-time 180-day faculty employee will be expected to teach 15 – 18 contact hours per semester for a total of 30 - 36 contact hours per academic year. A contact hour is defined as 50 minutes of instruction per week for the period of an academic semester [i.e., 16 weeks] and shall include lecture and laboratory instruction.

Alternative course delivery formats are permitted and are the responsibility of the Vice-President of Academic Affairs for the assessment of contact hours.

- b. Contact hours for clinicals and other forms of formalized instruction, shall be calculated based upon one (1) contact hour for each hour of instruction/supervision of a minimum of five (5) students at the clinical site. Clinicals shall be defined as direct, continuous, and on-going supervision and education of students at a designated site.
- c. Contact hours for co-ops, internships, and practicums shall be calculated based upon 0.5 of a contact hour times the number of students. Co-ops, internships, and practicums shall be defined as indirect, periodic, and on-going supervision and education/training of students at a designated site.
- d. Full-time (A180) faculty shall be assigned no more than three (3) preparations per academic semester. A preparation is defined as both lecture and laboratory instruction for a discrete course. Faculty members may be assigned additional preparations in order to achieve the contact hour load as designated in Section X.E.1.a above.
- e. Based upon student load, an adjustment to faculty teaching workload may be made by the Vice President of Academic Affairs, in consultation with the designated Department Head and faculty member. A faculty member may be required to teach at the top of the contact hour range to adjust for low student numbers (by usual departmental standards). Conversely, a faculty member with high numbers of students (by usual departmental standards) may request teaching at the lower end of the range. Final decisions on the above will rest with the Vice President of Academic Affairs.
- f. An overload shall be designated for those contact hours in excess of the maximum contact hour range for the academic year. Upon verification of an overload status for the academic year, payment shall be rendered in accordance with the adjunct faculty pay schedule and will be paid during the spring semester of the designated academic year.

## 2. Non-Instructional Load

The non-instructional workload is critical to the education of students outside of formal instruction and to services that the college provides to the local community. Included in this area are the following:

- a. Institutional Assignments/Activities
- b. Departmental Assignments/Activities
- c. Professional Development Activities
- d. Service to Community
- e. Student Organization/Advising Activities
- f. Office Hours (minimum of 5)

Each faculty member will maintain a minimum of five (5) scheduled office hours each week. A schedule of these hours will be posted in a conspicuous location,

outside the faculty member's office, with a copy forwarded to the Vice President of Academic Affairs. In addition, each faculty member should be prepared to meet with students on an appointment basis.

Because faculty needs, student needs, program needs, college needs, and community needs change, the Vice President of Academic Affairs may, in consultation with the designated Department Head, determine a reasonable non-instructional workload. These assignments will be in addition to the instructional load.

### 3. Comprehensive Workload Considerations

Faculty may receive release time from the instructional workload for special college or departmental projects at the discretion of the college president or his/her designee.

### 4. Dispute Resolution

Disputes with faculty workload assignments shall be processed in accordance with Article XIV, Grievance Procedure, of the State of New Hampshire and State Employees Association of New Hampshire Collective Bargaining Agreement.

### 5. Other Expectations

Faculty participation is expected for certain college-wide events, including Convocation, Commencement, System Symposium Day, fall Open House, and all-college and all-faculty meetings. Absence from these events will be approved only by special arrangement with the Vice President of Academic Affairs.

Faculty participation is strongly encouraged for other activities, including cultural events, athletic events, and Institute Forum.

### 6. Teaching for DCE

Full-time faculty may contract to teach for DCE for additional pay (based on the adjunct pay scale) with the approval of the Department Head, the Vice President of Academic Affairs, and the Vice President of Continuing and Corporate Education.

### 7. Teaching for the Center for Training and Business Development (CTBD)

In order to encourage full-time faculty participation in the activities of the Center for Training and Business Development while at the same time ensuring that the primary responsibilities of full-time faculty to NHTI are being met, the following guidelines have been established:

- Full-time faculty will be allowed to contract during the traditional academic day with the CTBD provided they successfully meet their departmental responsibilities: teaching a full course load, providing office hours, and performing any other duties assigned by the Department Head. Only after a faculty's full-time teaching load and additional responsibilities have been agreed upon shall the faculty member be free to enter into an Agreement for Additional Educational Services with the CTBD. Prior approval must be

obtained from the Department Head and the Vice President of Academic Affairs.

- Upon meeting the above requirements, a faculty member may contract for additional educational services up to 60 hours within a 15-week semester.
- NHTI staff members who do not have faculty status must secure approval from their supervisors and submit a leave slip or arrange for an alternate work schedule to compensate for the time during which they are teaching for the CTBD.
- Compensation will reflect private sector training rates. Compensation will be based upon factors such as: market value, profit margin, contractual obligations, training credentials, and experience. The CTBD Director will negotiate with interested faculty members and will make the final determination. The CTBD Director may also contract with faculty for non-teaching/training work such as program/curriculum development. In cases where the CTBD has contracted to provide a credit-bearing course, faculty compensation will be based upon the adjunct pay scale.

#### 8. Adjunct loads

Adjuncts may not teach more than 12 contact hours of day classes without the approval of the Vice President of Academic Affairs.

### F. Academic Course and Program Development

#### 1. Curriculum and Program Changes

Faculty are responsible for the ongoing development and revision of all programs and curriculum. New courses and significant changes to existing courses or programs are proposed using the Curriculum Change Form available from the Academic Affairs Office. Justification/rationale for the proposed changes, as well as an analysis of the impact on students and institutional resources, must be included. In addition, proposals for new or modified courses should include a sample syllabus that makes the content, objectives, and assessments clear. Completed forms and related materials should be submitted by Department Heads to the Academic Affairs Office.

The Vice President of Academic Affairs will conduct a preliminary review of the proposed changes with the Department Head. Once satisfied that the proposal is sufficiently documented and in alignment with NHTI's Mission/Values/Vision Statement, the Vice President of Academic Affairs will present the proposal to the Curriculum Committee for review. If approved by the Curriculum Committee, the proposal is submitted to the Institute Leadership Team for final approval. Once final approval is received, the Academic Affairs Office will distribute information on the new course to all appropriate constituencies.

Please note that proposals for new programs must follow the NHCTC System policy described below in Section X.F.3.

#### 2. Policy on Alternative Delivery Formats

In order to ensure quality in courses delivered in a distance learning format and to guarantee compliance with the Standards of Accreditation of the Commission on Institutions of Higher Education relative to courses delivered in “compressed” or “concentrated” modes, NHTI adopted the approval process outlined below.

An instructor who wishes to teach a catalogue course of three credits or more in an alternative delivery format must submit a request to the team for Comparing Alternative Mechanisms for Equivalent Learning (CAMELs) for final approval. (Approval forms can be obtained from the Academic Affairs Office; a copy appears in the Appendix.) An alternative delivery format is defined as a delivery mode of fewer than five weeks or any distance learning format. Courses of fewer than three credits that are delivered in an alternative delivery format must be reviewed by the respective Department Head and the Vice President of Academic Affairs. New courses that are designed to be presented in an alternative delivery format will be reviewed by the Curriculum Committee for approval. Once approved by either CAMELs or Curriculum Committee, a course is exempt from further review unless the instructor changes or the course, in the opinion of the Department Head, has undergone significant revision. Any subsequent review will be done by CAMELs.

### 3. New Programs

New programs (degree, diploma, or certificate) must be developed and approved through the NHTI Academic Affairs Office in accordance with the policies and procedures found in the Academic section of the Board of Trustees Policy Manual.

### 4. Program Review Policy

Academic Department Heads are required to prepare an annual report reviewing the year’s departmental activities, as well as plans for the coming academic year. The report (described more fully in the Department Head Manual) includes a description of the department’s strengths and weaknesses and information regarding numbers of students served, enrollment and retention statistics, graduation rates, expenditures by funds class (e.g., Class 10, Class 20, etc.), and faculty professional development activities. This report is submitted at the end of the spring semester to the Vice President of Academic Affairs. Subsequent to the submission of the report, the Department Head meets with the Vice President and the Associate Vice Presidents of Academic Affairs to review plans for the coming year.

In addition, programs are reviewed at the System level based on policies and procedures found in the Academic section of the Board of Trustees Manual.

## G. Class Cancellation

### 1. Illness/Personal Reasons

The college expects that all classes will be held as scheduled. However, when illness or other circumstances necessitate the absence of a faculty member from scheduled classes or office hours, it is imperative that the faculty member notify the Department Head, who will take action to arrange for coverage of the missed classes, if appropriate. The faculty member should also notify the Institute

Receptionist in time to post the cancellation, if necessary, and complete and submit a leave slip as appropriate.

If extended absence is anticipated, the faculty member should notify the Department Head and Human Resources Office to make appropriate arrangements, as described in Section VI above.

## 2. Weather

The decision to cancel all classes due to inclement weather is made only by the President or the President's designee. Every attempt is made to report such decisions in a timely manner via local communications media. All weather-related cancellation decisions are announced on radio stations throughout the State and on WMUR Channel 9. In addition, decisions are posted on the NHTI Web site ([www.nhti.edu](http://www.nhti.edu)). The message will scroll across the top of the home page, but must be "refreshed" with each viewing to ensure the most current information is showing.

If, at any time, it is announced officially that NHTI is closed due to inclement weather, but State offices have not been closed by the Governor, all faculty will continue to fulfill their non-teaching professional responsibilities. If individuals find a severe weather event potentially injurious to their safety, State Personnel Rules allow use of a personal day (if applicable), a floating holiday, FY Bonus day, or annual leave (if applicable) as a way to account for the absence. (See Section VI.D.12 above.)

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 AM, the student should come to that class at 10:00 AM for the remaining 50 minutes of class; classes that are normally completed before 10:00 AM would be cancelled.

## H. Academic Matters

### 1. Course Requirements

#### a. syllabus

Faculty must provide students with an appropriate syllabus at the beginning of each academic course. This syllabus should clearly state faculty contact information; the course description; course prerequisites; required texts and other required materials; course objectives or learning outcomes; class assignments with due dates; methods of evaluation, including due dates (where applicable); attendance policy; and any other information deemed essential by the Academic Affairs Office. The recommended syllabus format can be found in the Appendix.

A copy of the syllabus must be sent to the Academic Affairs Office at the start of each semester.

b. textbooks

i. policy

Textbook selection is the responsibility of full-time faculty, ideally by departmental consensus. Where several instructors are teaching different sections of the same course, the same textbooks should be used by all faculty whenever possible. In addition, departments should be aware that frequent textbook changes may increase the cost to students who may otherwise be unable to purchase or borrow used books or to participate in textbook buy-backs. The Department Head is responsible for reviewing all textbook selections for appropriateness.

ii. procedures

The Department Head is responsible for working with faculty (including day and DCE adjuncts) and the bookstore staff to ensure that textbooks have been ordered for each class and that sufficient textbooks are available for students to purchase by the start of each semester. In addition, Department Heads should work with faculty and the bookstore staff to ensure that the correct editions of textbooks have been ordered and that any special ordering requirements, such as “new only,” have been provided to the bookstore.

The bookstore provides order forms, which must be completed and submitted several weeks prior to the start of each semester to ensure timely delivery of texts.

iii. desk copies and examination copies

Faculty typically obtain complimentary desk copies and examination copies of textbooks directly from the publisher. Department Heads, DCE staff, and bookstore staff can assist faculty with publisher and sales representative contact information.

iv. STAL loans

The STAL, or Short Term Applied Loan, is a program that has been developed and funded by the Student Senate and administered by the Financial Aid, Student Affairs, and Business Offices. This program provides funds to students who are in need of books and supplies from the NHTI bookstore. To be eligible:

- Students must have incoming Financial Aid to cover the amount of the book loan in excess of semester charges;
- Students must itemize all requested Bookstore expenses and include a price quote from the Bookstore with the application;
- Students must attend Financial Aid counseling.

Upon approval by the Financial Aid and Student Affairs Offices, the application is then forwarded to the Business Office for processing. Within approximately 24-48 hours, a check is then prepared payable to both the student and bookstore.

The student can then proceed to the bookstore to purchase the necessary books and/or supplies.

c. student attendance

Faculty are expected to include an attendance policy statement in each syllabus.

Registration for any course presupposes that the student will participate in all scheduled activities, and students should expect that instructors will track attendance. In addition to academic issues relative to attendance, veterans and students receiving financial aid from some sources are expected to be in regular attendance as a condition of receiving such aid.

While occasional circumstances, over which the student has no control, may necessitate absence, the content presented in the activities missed by the student is a segment of a broad base of information being taught. For this reason, ***it is the policy of NHTI that, when the number of absences (for any reason) in a given course exceeds the number of times that course meets in one week (prorated for alternative format courses), the student may be suspended from the course at the discretion of the instructor.*** Such suspension will be indicated through the issuance of the grade of either “AD” (Administrative Drop; issued only prior to completion of 60% of the course) or “AF” (Administrative Failure; issued at any time).

Furthermore, ***a student who has not had contact with an instructor for two (2) consecutive weeks (prorated for alternative course formats) MUST be dropped from the class by the instructor.*** A grade of “AD” or “AF” will be issued by the instructor under these circumstances.

Instructors may also, in addition to this policy, include an assessment of attendance behaviors (absence and tardiness) into their overall grading structure for the course. Such assessment strategies will be published in the course syllabus distributed at the start of the course. In addition, students suspended from clinical/practicum (or other field experience courses) may be suspended from other major field courses taken in the same semester at the discretion of the instructor and Department Head.

If illness, accident, emergency, or an NHTI-sponsored activity prevents a student from meeting attendance obligations under this policy, it is the responsibility of the student to inform faculty in a timely manner to discuss either the requirements for continued enrollment in the course or the options for withdrawal from the course.

Any student who has been suspended or dropped from a course under this policy may appeal following the procedures outlined in the Grade Appeal/Grade Change Policy.

## d. class rosters

Recently, the federal government levied \$200,000,000 in fines against institutions who were not able to verify class attendance for financial aid recipients. The fines represent the government's increasing demand for greater accountability among institutions that disburse financial aid. Consequently, **faculty are responsible for tracking attendance and informing the Registrar's office when students have stopped attending a class.** Therefore, the Institute Leadership Team, the Registrar, and the Financial Aid Office, have adopted the following policies and procedures:

- i. First Meeting of Class** – Day and evening faculty will be provided with preliminary class roster which need not be returned.
- ii. After Second Meeting of Class** – Day and Evening Faculty will be provided with official class rosters. Faculty are **required** to review rosters and make a notation if a student on the roster has “Never Attended” and write names in of students who are attending but do not appear on the roster. Whether there are changes or not, all rosters **must be returned** to the Registrar's Office. Faculty who fail to return accurate rosters will be referred to the Vice-President of Academic Affairs.

**Failure on the part of faculty to return accurate rosters on time may jeopardize a student's financial aid.**

- iii. Week 3 through 60% completion of semester (see Academic Calendar)** - Faculty should take care to track attendance during this period. Barring extraordinary circumstances, **a student who has not had contact with an instructor for 2 consecutive weeks (prorated for alternative course formats) must be dropped from the class by the instructor. The drop is processed by submitting an Administrative Drop form to the Registrar's Office.** The Registrar will key the information into Banner and a final grade of "AD" will be issued. An “AD” grade will show as attempted hours but is non-punitive and is not included in the GPA calculation.

Administrative Drop (AD) forms will not be accepted after the official drop period (end of 60% completion). If a student stops attending during the last five weeks of the semester, the faculty member must submit a traditional letter grade (A-F, I) for that student. A faculty member **may not** issue an **AD or W**. A WP or WF may be requested by the student after the official drop period/60% completion of class by submitting a drop form directly to the faculty member and requesting the issuance of a WP or WF. The respective grade will be pre-printed on the final grade roster.

NOTE: Faculty may still issue “AF” Academic Failure (punitive) grades to students (for reasons such as attendance, safety concerns, disruptive behavior) at

any time during the semester by completing and submitting an “AF” form to the Registrar’s Office.

d. course/instructor evaluations

Student course/instructor evaluations are conducted at the end of every semester. Use of standardized evaluation forms, which are distributed to faculty mailboxes near the end of each semester, is required by NHTI and the NHCTC System administration. These scannable evaluation forms must be completed using a #2 pencil. Faculty must not be present in the room while students are completing the evaluations, and a student must be designated to collect and return the completed evaluations to the nearest secretarial station (for day classes) or to the Division of Continuing Education Office (for evening classes). Courses being taught completely on-line are evaluated using an on-line evaluation, which will be sent to the students via e-mail.

Results are compiled by the Academic Affairs Office and a summary returned to the appropriate supervisor (Department Head or Vice President of Academic Affairs). Faculty may request to review the results summary and/or the original scanned evaluation forms after final grades have been submitted.

e. final exams

Final exams are given during the week following the regularly scheduled semester of classes or during the last class for DCE classes. Every attempt is made to ensure that most day students will have not more than two exams on a given day. In order to expedite the planning of the day exam schedule and to maximize student preparedness of both day and evening students, the following policies have been adopted:

- Some measure of student progress at the end of the semester is mandatory. Final exams are a traditional assessment tool. If, however, an instructor has an alternative method such as a presentation or a portfolio review, he/she must notify the Department Head and the Vice President of Academic Affairs by mid-semester.
- Except in instances where a semester had been shortened or compressed, no major exam should be given the week before finals.
- Except for evening courses, final exams should not be given the final week of the semester. The college is responsible for providing adequate instruction time for all courses. For day classes, exam week is scheduled in addition to the teaching semester. Any scheduling changes, pedagogical or personal, must be approved by the Department Head and Vice President of Academic Affairs.

Faculty are encouraged to work together to assist students in resolving exam scheduling conflicts (i.e., two exams scheduled at the same time) and/or in rescheduling exams for students who have more than two exams on a single day.

Additionally, all student activities, including social events and athletic activities, including practice, shall be eliminated during the week of final exams beginning with the Sunday prior to exam week. Written request for exceptions to this policy must be submitted to the Vice Presidents of Student and Academic Affairs prior to week of finals.

## 2. Grades

### a. grading system

i. letter grades (A-F)

ii. Pass/No Pass (P, PP, NP) – *used only in grading clinical performance*

<http://www.nhti.edu/academics/academicrequirements.htm#grading>

iii. Incompletes (“I” grade)

NHTI’s policy regarding incompletes can be found on the Institute’s Web site at <http://www.nhti.edu/academics/academicrequirements.htm#incomplete>.

iv. W/WP/WF grades – *all student-initiated grades.*

- “W” designates student-initiated drop/withdrawal from a course at any time prior to completion of 60% of the length of the course. The last day to drop with a “W” is provided in each annual academic calendar.
- “WF” designates student-initiated withdrawal after the drop deadline; student has failing grade at time of withdrawal; calculated in GPA as “F”.
- “WP” designates student-initiated withdrawal after the drop deadline; student has passing grade at time of withdrawal; does not affect GPA.

Please note that all W/WP/WF grades will appear on the grade roster at the time of distribution to faculty. ***Faculty are NOT permitted to write in W/WP/WF grades on the final grade roster.***

v. AD/AF grades

***Instructor-initiated*** withdrawals are described on the Institute’s Web site at <http://www.nhti.edu/academics/academicrequirements.htm#grading>.

vi. Audits

“AU” designates an “Audit” (no credit, no grade). A course taken for an “AU” grade does not count in establishing or maintaining full-time status.

Detailed rules governing audits can be found on the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#audit>.

vii. NA (Never Attended)

Faculty are required to review rosters and make a notation if a student on the roster has “Never Attended.” (See “class rosters” above.) However, a final grade of NA may be issued **ONLY** by the Registrar. ***Faculty are NOT permitted to submit “NA” as a final grade.***

b. submitting grades

Faculty members are required to submit final grades directly into BANNER™ by the date required by the Registrar. Faculty who fail to meet the deadline established by the Registrar are subject to disciplinary action.

In addition, faculty who issue grades of AD, AF, I, or F must also enter the last date of attendance onto the AD/AF form and/or into BANNER™ along with the final grade to comply with financial aid regulations.

c. GPA system

Details of the Institute’s Grade Point Average (GPA) system can be found on the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#grade>.

See the college catalog for a discussion of Academic Amnesty for students who are re-admitted to NHTI after at least three years away.

d. grade appeal/grade change policy

See the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#gradeappeal>.

e. grade books

Grades and the documentation used to calculate them are a product of work and are therefore the property of the college. Grades and the documentation used to calculate them must be kept on file for 5 years. Adjunct faculty should submit such documentation to the Department Head at the end of each semester. Full-time faculty should surrender copies of all grade documentation for the past five years to Department Heads prior to their departure from their positions.

3. Academic Progress

a. matriculation

Students may enroll in some courses at NHTI without having been accepted into a specific program. However, students must be matriculated to enroll in most major field courses and to receive federal financial aid. Those who are planning to enter any program are encouraged to apply for admission to that program as soon as possible to ensure that the courses they take will apply toward graduation from that program. The curriculum plan they must follow is the one in place at the time of matriculation; any deviation from the prescribed curriculum must be approved by the program Department Head and the Vice President of Academic Affairs.

b. change of program

Currently enrolled matriculated students may request a change in their major program of study using the procedure described on the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#program>.

c. graduation

New Hampshire Technical Institute holds one commencement ceremony in May of each year. For details, see the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#graduation>.

4. Academic Warning Policy & Procedure

See the NHTI Web site at

<http://www.nhti.edu/academics/academicrequirements.htm#warning>.

5. Credit by Exam (Challenge Exam)

In certain instances a student who has been accepted into a degree program may be eligible to receive credit by examination. For details see the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#examination>.

Readers should also consult the Board of Trustees Policy Manual. Faculty should note that the required fee paid by students for credit-by-exam cannot be waived.

6. Independent Study

Opportunities for credit-bearing Independent Study are available to matriculated students with a cumulative GPA of 2.0 or higher. For details visit the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#independent>.

7. Directed Study

Under certain circumstances, a matriculated student with a cumulative GPA of 2.0 or higher may take a course via Directed Study. For details see the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#directedstudy>.

8. LC X99 stuff

9. Academic Standards and Disciplinary Action

a. cheating and plagiarism policy

1. Faculty will gather all material evidence (e.g., papers, crib notes, copied materials and the source(s) from which it came, et al.) If the charges have arisen from an inconsistency in quality, prior work samples, along with the work in question, should be presented to the student. Names of those who have pertinent knowledge of the situation will also be presented.

2. Once the information is gathered a meeting between the individual faculty member and the accused should be held within 5 class days (or within 5

business days of a final exam) to discuss the matter. All parties shall maintain confidentiality at this point. The faculty member, however, may seek advice/counsel from his/her Department Head. The student may seek advice/counsel from an individual of his/her choice.

3. Following the meeting the faculty member shall have the following options available if he/she feels disciplinary action is warranted:
  - a. Have the student redo the assignment or do a different assignment.
  - b. Reduce the student's grade a specified amount.
  - c. Give the student an F grade for the assignment.
  - d. Give the student an AF or F grade for the course.
  - e. Issue the student a letter of sanction (copies to Registrar and student's Dept. Head).
  - f. Other options as appropriate, not including those outlined in number 4 below.
  
4. Options available needing the approval of the Department Head and Vice President of Academic Affairs:
  - a. Suspend the student from the program or the Institute for one semester.
  - b. Suspend the student from the program or the Institute for more than one semester.
  - c. Dismiss the student from the program or the Institute.

The faculty member's decision will be put in writing to the student within two class days of the meeting. If another student, not in the class, was complicit in the cheating/plagiarism, the faculty member has the obligation to pursue disciplinary action against that student. Disciplinary action against a student not in the class would be limited to 3e and f or 4a-c above.

5. A student may appeal actions covered in number 3a-d above through the normal grade appeal process (see the NHTI catalogue); a student may appeal actions covered in 3e and 4a-c above through the normal Judicial Committee appeal process (see the Student Handbook).
- b. academic probation, suspension, or dismissal
- At the end of each semester, Department Heads make recommendations to the Academic Standards Committee regarding students whose academic performance falls below prescribed levels. Students may be recommended for academic probation, suspension, or dismissal in accordance with guidelines set forth in the college catalogue and/or for certain violations of the Student Code of Conduct (e.g., cheating, plagiarism).

Academic probation typically lasts for one semester, during which time a student with a low GPA has an opportunity to continue taking major field courses. Students recommended for academic suspension from a program may not take major field courses, but can continue taking non-major field courses. Students may also be recommended for suspension from the Institute; in such a case, the student may not take any classes at the Institute during the suspension period. Suspension from a program or from the Institute may be for any period of time established by the Academic Standards Committee, but must be for at least one semester, excluding the summer semester (unless the summer semester is required by the student's program). In certain circumstances, students may also be recommended for the Conditional Probation Partnership. (See Section X.H.10.d below.)

Recommendations for dismissal may be based on academic or behavioral reasons. A student who is dismissed from a program for academic reasons may not return to that program, but may enroll in other programs; however, a student may also be permanently dismissed from the college for academic reasons. A student may also be dismissed from a program or the college for behavioral reasons; the terms of dismissal will be determined by the college, and may include permanent expulsion from the campus.

## 10. Academic Support Services

### a. library

The NHTI Library is open to both the campus and the general public. Members of the campus community are required to have a valid NHTI identification card to borrow from the NHTI collection. The Library's collection includes books, periodicals, CD-ROMs, video and audio recordings, maps, microforms, anatomical models, and photographs. In addition, interlibrary loan services are provided. The full range of Library services, as well as answers to frequently asked questions about the Library, can be found on the Library's homepage (<http://www.nhti.edu/library>) and at the Reference Desk.

NHTI faculty and staff are encouraged to regularly review the Library's holdings and to make suggests for both acquisitions and deletions.

Faculty who wish to place items on reserve should consult with the library staff to make appropriate arrangements. Additionally, faculty who wish to reserve the Library's computer lab should contact the circulation desk. The librarians will also provide instruction on library use and services to individuals or classes upon request.

The Library also encompasses Media Services, which assists students, faculty, and staff in electronic, computer, video, and audio-visual presentations. (See "Campus Operations" above.)

b. Learning Center

The Learning Center, located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The Learning Center offers assessment testing; professional and peer tutoring; drop-in tutoring in writing, math, accounting, computers, and biology/A&P; Disabilities Services; study skills; career exploration; and a computer lab. Answers to frequently asked questions about the Learning Center, can be found on the NHTI Web site at <http://www.nhti.edu/learningcenter>.

i. assessment testing

All students accepted for matriculation into one of NHTI's academic programs are required to visit the Learning Center prior to registration for assessment testing in reading, English composition, and math, as well as the LASSI personal inventory (study skills, motivation, testing, anxiety, etc.). Exceptions to the testing requirement are made based on criteria available from the Admissions Office.

Assessment test scores are provided to the individual students and to their Department Heads prior to registration for freshman classes. Analysis of the scores and recommendations for course placement are provided.

ii. tutoring

The Learning Center offers a variety of tutoring services. Peer tutors are recruited through faculty to provide one-on-one or group assistance to fellow students in any course (where possible). The Learning Center's computer lab is available for use of computer tutorials in many subjects. In addition, professional tutors provide group and individualized tutoring to students in a variety of formats. Students may choose to seek assistance from the Writing Lab or the Math Lab, both of which are staffed extensively throughout the week by full-time and adjunct faculty. Students may also seek intense, directed one-on-one tutoring in specific courses using the [LC X99] course.

iii. disabilities services

Students with documented disabilities are eligible to receive reasonable accommodations that address individual learning needs. To receive services, students must contact the Coordinator of Disabilities Services, whose office is in the Learning Center. For details, please refer to the *Policies and Procedures Manual for Services Available for Students with Disabilities*, which is available in print and on the NHTI Web site ([www.nhti.edu](http://www.nhti.edu)).

Students with documented disabilities are advised that simply noting in writing or in discussions with faculty that one's disability affects academic skills does NOT constitute formal disclosure of a disability. Once a student develops a Reasonable Accommodation Plan (RAP) with the Coordinator of Disabilities Services, that student is responsible for discussing the RAP with the instructor.

Students are expected to make requests for specific accommodations at least one week prior to when the accommodations are needed.

Faculty with questions about any issue relating to disabilities services should contact the Coordinator of Disabilities Services in the Learning Center.

c. ESOL services

The Director of Cross-Cultural Education and the ESOL Coordinator, located in Sweeney Hall, Room T301, work together to provide the tools necessary for successful integration of cultures, whether for academic or business purposes. Students may arrange to take the TOEFL exam or the institutional ESOL assessment test at NHTI to allow for appropriate course registration and ESOL course placement. ESOL courses are offered for college credit throughout the year. A gradual merging process allows students to take ESOL courses and courses required in the chosen program simultaneously. Individual tutoring in ESOL and other test-taking accommodations can be arranged through the ESOL Coordinator. Programs are also offered that assist members of the international and immigrant communities to better understand American culture and that help the community develop awareness and understanding of the growing diversity of our communities.

d. Conditional Probation Program

The Conditional Probation Partnership assists students whose cumulative GPA after the first semester is between 0.80-1.40. For details see the NHTI Web site at <http://www.nhti.edu/academics/academicrequirements.htm#conditional>.

e. academic advising – section under construction

f. personal counseling – section under construction; See Student Handbook

g. career counseling - section under construction; See Student Handbook

11. Student Records – section under construction

a. BANNER use

b. Records maintained in the Admissions Office files

c. Records maintained in the Registrar's Office files

12. Research using students as subjects

To ensure that research conducted at NHTI that involves human subjects is ethical, obtains informed consent, and respects confidentiality, the Institute Leadership Team (ILT) has established a research review process. Researchers must produce documentation detailing their means of protecting the rights of their human subjects; this documentation must then be reviewed and approved by the ILT prior

to the actual undertaking of the research. The full text of the policy and relevant forms can be found in the Appendix and is available from the Academic Affairs Office.