

	<b>Course Number:</b> BIOL 100-1C Introduction to Biology
	<b>Lecture – Online</b>
	<b>Lab – Online</b>
	<b>Credits - 4</b>
	<b>Prerequisite(s):</b>
	<b>Term:</b> Spring 2026 <b>Dates:</b> Jan 20 – May 4
	<b>Faculty:</b> Jessana Palm, M.Sc. Environmental Science
	<b>Faculty Accessibility:</b> Office hours - Zoom by appointment
	<b>Email:</b> <a href="mailto:jpalm@ccsnh.edu">jpalm@ccsnh.edu</a> <b>Office:</b> M211c
<b>Phone:</b> (603) 271 – 6484 x 4271	

Syllabus Table of Contents	Page
<b>Course Description</b> .....	<b>2</b>
<b>Learning Outcomes</b> .....	<b>2</b>
<b>Course Materials and Resources</b> .....	<b>2</b>
Textbooks, Required: .....	2
Materials, Required:.....	2
Technology, Required:.....	2
Resources, Suggested:.....	3
<b>Canvas Orientation</b> .....	<b>3</b>
Available Technical Support .....	3
<b>Instructional Approach</b> .....	<b>3</b>
<b>Assessment of Learning</b> .....	<b>3</b>
Assignments/Assessments .....	3
Grading Criteria and Grade Calculation .....	3
<b>Course Schedule</b> .....	<b>4</b>
<b>Course Notices</b> .....	<b>4</b>
Faculty Email Response Time .....	4
Posting of Grades .....	5
Late or Missed Content Policy.....	5
Attendance Policy.....	5
Classroom Department .....	6
Testing Policy.....	6
<b>Academic Affairs Notice</b> .....	<b>7</b>

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## Course Description

An introductory course in biology intended to satisfy the biology admission requirement for NHTI health-related degree and diploma programs. Topics include scientific method and measurement, chemistry, cell structure and function, energy transformation, cell reproduction, genetics and evolution. Laboratory exercises parallel lecture topics to introduce and enhance the concepts of biology (*for institutional credit only; not intended for transfer*)

[Return to Top](#)

## Learning Outcomes

### [Educated Person Statement of Philosophy](#)

You will be able to:

1. Discuss the meaning and value of biology
2. Explain evolutionary theory and mechanisms of evolution
3. Carry out basic laboratory techniques and skills
4. Follow laboratory safety rules
5. Explain or describe
  - a. the relationship between *science and society*
  - b. the application of the *scientific method*
  - c. theories of the *origin of life on Earth* and *evolution of the eukaryotic cell*
  - d. structure of an *atom* and how structure relates to *bonding, pH, and chemical functions*
  - e. structure and functions of the *4 major groups of organic compounds*
  - f. basic structures of typical cells
  - g. *cellular processes* of transport, energy production, mitosis, meiosis, DNA replication, and protein synthesis
  - h. the role of *meiosis* in the production of gametes

In addition to the above course-specific objectives, you should develop and demonstrate college-level competency in the following associated areas: *communications (reading, writing, listening)*, *study skills*, *personal responsibility (attendance, being on time, completion, etc.)*, and *critical (logical) thinking*.

[Return to Top](#)

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## Course Materials and Resources

### Textbooks, Required:

OpenStax Biology 2e

Available through Canvas and online (PDF download and print options) at <https://openstax.org/details/books/biology-2e>

### Technology Required:

Canvas website: All lectures, assignments, and course resources are on Canvas.

Labster: All simulation labs are on this platform.

Zoom App: for online meetings, either by phone or computer.

**By enrolling in this online course**, you are expected to be **computer literate, be able to use Microsoft online or desktop products (available for free through the college under “My Apps” and have daily access to a computer with adequate software and a reliable internet connection**. Make sure your computer hardware, software, internet connections, camera, etc... are appropriate for a class with online work. If unable to complete an assignment by its due date, contact me before the due date in case something may be worked out. Details for online course resources can be found on this document [ONLINE Online Learning-Guide TD202101NHTI-1.pdf](#)


[Return to Top](#)

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## Canvas Orientation

All lecture content and course resources are on Canvas. If this is your first time using Canvas at CCSNH, please complete the [Canvas student orientation](#) to familiarize you with navigating and using Canvas.

## Available Technical Support

For help navigating this course, explore the Canvas [Student Guide](#). with Chat and Phone for helpful information. These are found on the  help button on the bottom-right side of every page in Canvas.

[Return to Top](#)

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## Instructional Approach

Lecture includes Reading and Lecture Videos with content questions, and assignments online. Lab comprises online simulations and at-home activities. **LEARNING IS BEST ACCOMPLISHED THROUGH TAKING WRITTEN NOTES AND REWRITING. Just reading or listening to content is not enough to retain the information you are expected to learn.**

[Return to Top](#)

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## Assessment of Learning

Students learning is evaluated with written and online assignments, exams, and a comprehensive final lecture exam. All assignments must be submitted online (Canvas). Written assignments, such as the lab report, must be in a Microsoft or .pdf file format. Submissions of links to online files and unapproved files will result in a zero grade. Emailed work WILL NOT be accepted. Assignments on Canvas in this course allow for multiple uploads as well as resubmissions, you may resubmit as many times as you like until the due date. Only the most recent submission will be viewed and graded. A grade of zero given for safety infractions, plagiarism, or cheating will not be dropped and will be counted toward a final grade (See Plagiarism/Cheating policy under "Academic Affairs Notice").

### Grading Criteria and Grade Calculation

Category	% of Final Course Grade
Lecture Questions and Discussions	20%
Chapter Reading Questions	20%
Unit Exams (3 of 4)	20%
Comprehensive Final	15%
Lab Activities	15%
Lab Assignments	10%
<b>Total</b>	<b>100%</b>

Grading Schema	
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

***Students must obtain a passing grade (above 60) in both lecture and lab in order to receive a passing grade for the course.***

<b>Weeks &amp; Dates</b>	<b>Chapter Videos and Class Assignments Due Tuesdays Discussions Due Thursdays EXAMS DUE FRIDAYS</b>	<b>Labster Due Thursdays Lab Assignments Due Fridays</b>
Week 1 (1/19)	Ch 1. Reading and Lecture Video <i>Syllabus Reading Assignment</i>	<b>Beyond the Elements: Life video worksheet due 1/23</b> <b>Labster Simulations Registration</b> <b>Labster:</b> Experimental Design (due Mon 1/26)
Week 2 (1/26)	Ch 2. Reading and Lecture Video <b>Discussion board assignment</b>	<b>Labster:</b> Atomic Structure: Assess the possibility of life on other planets <b>Way of Science: Scientific Method and Critical Thinking</b>
Week 3 (2/2)	Ch 3. Reading and Lecture Video <b>Discussion board assignment</b>	<b>Labster:</b> Ionic and Covalent Bonds
Week 4 (2/9)	<b>Download and test LockDown Browser before accessing the exam</b>  <b>Exam 1</b>	<b>Labster:</b> Introduction to Food Macromolecules  <b>Introduction to Critical Thinking assignment</b>
Week 5 (2/16)	Ch 4. Reading and Lecture Video <b>Discussion board assignment</b>	<b>Labster:</b> Light Microscopy
Week 6 (2/23)	Ch 5. Reading and Lecture Video <b>Discussion board assignment</b>	<b>Labster:</b> Cell Membrane and Transport: Learn how transporters keep cells healthy <b>Way of Science - Graphs - how to make or break a report</b>
Week 7 (3/2)	Ch 6 and 7. Reading and Lecture Video <b>Discussion board assignment</b>	<b>Labster:</b> Cell Respiration (Principles) <b>PRE-LAB: Way of Science – Pulse Rate Experiments</b>
Week 8 (3/9)	<b>Exam 2</b>	<b>At-Home Lab:</b> Pulse Rate Experiment – questions and graphing assignment <b>Lab Data Analysis and Graphing (due Fri 3/13)</b>
(3/16)	<b>SPRING BREAK</b>	
Week 9 (3/23)	Ch 10 and 11. Reading and Lecture Video <b>Discussion board assignment</b>	<b>Labster:</b> Meiosis: Understand how traits are inherited <b>Researching Credible Sources Assignment</b>
Week 10 (3/30)	Ch 12 and 13. Reading and Lecture Video <b>Discussion board assignment</b>	<b>Labster:</b> Mendelian Inheritance: From Genes to Traits
Week 11 (4/6)	<b>Exam 3</b>	<b>Labster:</b> Meiosis: How is color blindness inherited <b>Way of Science - Journal Articles, Peer Review, and Lab Reports</b>
Week 12 (4/13)	Ch 19. Reading and Lecture Video <b>Discussion board assignment</b>	<b>Labster:</b> Evolution: Are you related to a sea monster
Week 13 (4/20)	Ch 18. Reading and Lecture Video	<b>Labster:</b> Evolution: Founding theories and Principles <b>Way of Science - Writing Lab Reports - Evaluation of a Report</b>
Week 14 (4/27)	<b>Exam 4</b>	Study for final exams (the final for this class is comprehensive)
Week 15 (5/4)	<b>Final exams week</b>	<b>Final Exam due Thursday</b>

[Return to Top](#)

## Course Notices

### Faculty Email Response Time

Response time will typically be within 48 hours, usually earlier, except for holidays. The CCSNH System has filters on incoming emails. Those from personal email addresses are likely to be blocked and not received. It is best to email

faculty and staff using CCSNH accounts to ensure delivery. I do not generally respond to emails outside of normal work hours, so keep this in mind when trying to reach me.

### **Study and Time Spent Outside of Class**

While the actual study time needed to succeed will vary among individual students, on average students should expect to put in 3 hours of study per every hour spent in class or laboratory. Work outside of class includes but is not limited to general study, homework, library and internet research, and writing lab reports and papers.

### **School Closings and Class Cancellations**

In the event of a school closing due to weather or other events, the college will notify faculty, staff, and students via RAVE alerts text messages and calls. Online and hybrid courses will still continue as usual, unless the closure occurs on a day the hybrid class meets, in which case you will receive instructions from your instructor via Canvas. You must sign up for RAVE alerts to receive them: <https://www.getrave.com/login/nhti>

### **Posting of Grades**

Grade posting will be done informally on Canvas throughout the semester. Official grades are available on the Student Information System (SIS) once the semester ends.

### **Late or Missed Content Policy**

**THERE ARE NO MAKEUP EXAMS or quizzes for any reason, including COVID illness.** One quiz and one exam are dropped to accommodate students who miss an exam and/or quiz. If for some extreme reason a makeup is granted to a student, the student will NOT be able to drop a grade.

**Labs cannot be made up. Late assignments will receive a grade deduction of 10% per day to a max of 50%.**

Assignments emailed to the instructor will not be accepted as an alternative to a submission on Canvas, except to show that the assignment was completed on time. Faculty are not responsible for printing student work. Any variation to this policy is at the instructor's discretion due to extremely unusual circumstances.

**No extra credit is available for any single individual.** Alternative or additional assignments are occasionally offered to the entire class at the discretion of the professor.

Academic integrity and honesty are expected both in person and online. Lockdown Browser will be used for any online exams. More details on what to expect are available on Canvas.

### **Online Attendance Policy**

While occasional circumstances, over which the student has no control, may necessitate a period of inactivity during an online course, the content presented in the activities missed by the student is a segment of a broad base of information being taught. For this reason, student attendance is expected.

- If a student misses a lecture, it is his/her responsibility to obtain any information that was given during the absence.
- If a student has not had contact with an instructor for two consecutive weeks, he/she will be removed from the class by the instructor, per financial aid and course requirements. A grade of "AF" will be issued unless the student withdraws from the course.

**Online courses are asynchronous and thus do not require students complete the same content at the same time, except that due dates are the last day work can be completed. Students may work ahead on material in the same order as the syllabus schedule, however, some content, such as exams, may not be available until the specified date.**

My job, as your professor for this class, is to facilitate the learning process and assist you in ways that will help you learn. I can be available if you need help, but it is up to you to reach out to me. Remember:

**\*\*\*\* LEARNING IS 100% YOUR RESPONSIBILITY\*\*\*\***

### Testing Policies

Students are expected to abide by the NHTI Student Code of Conduct (<https://lynx.nhti.edu/student-services/student-handbook/>) and the policies set forth by the instructor of this course. Use of aids of any kind is NOT permitted while taking quizzes and exams. Examples of aids include, but are not limited to, textbooks, PowerPoint slides, the internet, recordings, notes, previous assignments, artificial intelligence, friends, family, etc... It is expected that the individual student registered for this course is the one and only person who takes every quiz and exam. Any student in violation of the course policies and the Student Code of Conduct will be subject to the disciplinary sanctions outlined in the conduct document linked above.

- 1) Arrive on time. If the exam is online, start it well before it's due. after 4 PM on the day it is due is not "well in advance" and any technical issues may result in the zero or poor grade due to poor planning.
- 2) If you are late the day of a quiz or exam, you may not, at the instructor's discretion, be permitted to take that quiz or exam. This includes the final exam.
- 3) Once a quiz or exam begins, it must be completed in one sitting. If in-person, **the restroom may be used before or after an exam and/or quiz, but never during.**
- 4) All electronic devices, books, notebooks, book bags, purses and miscellaneous papers must be removed from the desktops. Smart watches may not be worn during quizzes or exams.
- 5) All electronic devices must be turned off. If a cell phone/smart watch goes off during a quiz or exam, a warning will be issued to the owner of the cell phone/smart watch for the first offense. A grade of zero (0) will be issued for that assessment for any subsequent disruptions.
- 6) In addition to the college policy on cheating/plagiarism, students must adhere to standards of academic integrity which prohibit sharing of, or solicitation of, specific quiz and/or exam materials.
- 7) During periods when instruction takes place following a quiz or exam, students may collect belongings after submitting their quiz or exam and wait outside the classroom until the instructor is ready to begin.
- 8) Students are responsible for bringing their own pens and pencils to quizzes and exams.
- 9) No open drink containers or food are allowed during any lab.
- 10) No ball caps, scarves, loose hooded sweatshirts or winter jackets may be worn.
- 11) Ear plugs may not be worn unless approved by the instructor or proctor.

**Any student who fails to abide by the policies above during a quiz or exam will receive a zero (0) for that quiz or exam.**

[Return to Top](#)

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## NHTI Academic Affairs Notices – Spring 2026 [[Academic Affairs notices](#)]

This notice must be included in all course syllabi.

Students must meet all academic policy requirements and are expected to acquaint themselves with these policies by visiting the college's website. Full details are available on the [NHTI website](#).

### 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 to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit an Add/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. Dates are prorated for courses offered in an alternative format; contact the Registrar's Office or Advising Center for details. Classes that run for less than the full semester have 7 calendar days from the start of the alternative semester to drop with a full refund. See the [NHTI Dropping Classes/Withdrawing Policy](#).

Dates for the Spring 2026 full semester are:

### **Full Semester Courses (1/20/2026–5/9/2026)**

- Last day to drop with full refund: February 2, 2026
- Last day to withdraw with grade of W: March 26, 2026

### **First-Half Semester Courses (1/20/2026–3/14/2026)**

- Last day to drop with full refund: January 26, 2026
- Last day to withdraw with grade of W: February 20, 2026

### **Second-Half Semester Courses (3/23/2026–5/9/2026)**

- Last day to drop with full refund: March 30, 2026
- Last day to withdraw with grade of W: April 20, 2026

## **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); music 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](#) subject to sanctions as described therein for any violations.

## **Classroom Safety and Emergency Protocols**

NHTI values the safety of its community members and guests. The [NHTI Campus Safety Department](#) encourages the reporting of all crimes, conduct concerns, or suspicious activity to the NHTI Campus Safety Department Monday-Friday from 8 a.m.-4 p.m. at 603-230-4042, and after hours and on weekends on the Emergency Line at 603-224-3287. You may [report non-emergency information online](#). If an emergency requires police, fire, or medical response, students are encouraged to contact 911 first and 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 logging on. NHTI's Campus Safety Department provides its [Annual Security and Fire Safety Reports and information on Campus Policies, Emergency Response, and Crime Prevention](#). 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 on campus. Students are asked to familiarize themselves with these items; questions or concerns can be directed to the [NHTI Campus Safety Department](#).

## **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](#). 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 and Workforce Education.

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 as follows:

Report harassment based on sex, sexual orientation, marital status, or gender identity or expression to the college's Title IX coordinator and/or the [NHTI Campus Safety Department](#) and follow the process in [Student Affairs Policy 730.04](#).

Report harassment based on race, color, religion, national or ethnic origin, age, disability, genetic information, or veteran status to the [NHTI Campus Safety Department](#), NHTI Student conduct coordinator, or, if an employee is involved, the NHTI Human Resource office.

Where the concern involves a grade appeal, the student must follow the process and timeline outlined in the following [Academic Affairs policy](#).

## **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 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 concerns. Retaliation of any kind against anyone making an allegation of discrimination, anyone involved in the investigation, or 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 correlating contact:

- Report discrimination or harassment based on sex, sexual orientation, marital status, or gender identity or expression to the college's Title IX coordinator or the [NHTI Campus Safety Department](#) by email or by phone: 603-230-4042, and follow the process in [Student Affairs Policy 730.04](#).
- Report discrimination or harassment based on race, color, religion, national or ethnic origin, age, disability, genetic information, or veteran status using the grievance process outlined in the [Civil Rights/Equity Grievance Procedures](#) page on NHTI's website.

For complaints against another student, contact:

- The NHTI Campus Safety Department by email at [nhticampussafety@ccsnh.edu](mailto:nhticampussafety@ccsnh.edu) or 603-230-4042
- The NHTI student conduct coordinator by email at [nhtistudentconduct@ccsnh.edu](mailto:nhtistudentconduct@ccsnh.edu) or 603-271-6484 x4292

For complaints against an employee or college vendor, contact:

- The NHTI Campus Safety Department by email at [nhticampussafety@ccsnh.edu](mailto:nhticampussafety@ccsnh.edu) or 603-230-4042
- The NHTI Human Resource Office, located in Sweeney Hall, at 603-230-4002

## 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 written work, and in meetings with 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 statutes, New Hampshire State laws including NHRSA 188:H, and in compliance with established policies and procedures at NHTI. If a student has been subjected to sexual misconduct, violence, or exploitation, we encourage them to contact:

- NHTI Title IX coordinator Shawna Bateman by email at [sbateman@ccsnh.edu](mailto:sbateman@ccsnh.edu) or 603-230-3595
- The NHTI Campus Safety by email at [nhticampussafety@ccsnh.edu](mailto:nhticampussafety@ccsnh.edu) or 603-230-4042
- Crisis Center of Central New Hampshire at 866-841-6229, a confidential resource

Additional information including resources, can be found online at:

- NHTI: [Title IX resources](#)]
- [New Hampshire Coalition Against Domestic and Sexual Violence](#)
- uSafeUS safety application [<https://usafeus.org>]

## Academic Center for Excellence

The Academic Center for Excellence (ACE), located in the Learning Commons Library, provides free academic assistance to all NHTI students. ACE offers peer and professional tutoring in accounting, A&P, biological sciences, math, chemistry, and physics, among many additional subjects. The Writing Center and Study Solutions Lab, located within ACE, offer assistance with writing, reading, and study skills. For more information, call 603-230-4027 or the [NHTI ACE](#) page on NHT's website.

## Accessibility Services (<https://www.nhti.edu/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 Accessibility Services has approved services, the student must show the Letter of Accommodation to their instructor. Accommodations are not provided retroactively. Accessibility Services is located in ACE or by email at [nhtiaccessibilityservices@ccsnh.edu](mailto: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, visit the [System Policies webpage](#) and select the System Policies for Academic Affairs (section 600).

## Cross-Cultural Education and ESOL

[Cross-cultural education services and English for Speakers of Other Languages \(ESOL\)](#) provide tools, strategies, and materials necessary for multilingual students and their instructors. Services include advising and support in settling into 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 required courses in their chosen program simultaneously. One-on-one and open-group tutoring is offered through ACE. Programs that assist members of the international, immigrant, and host communities are offered to better support cross-cultural communication. Call 603-230-4055 for more information.

## **Plagiarism/Cheating Policy**

As stated in the [NHTI 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, the use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or exams or in the preparation and completion of class assignments; dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges' faculty, staff, or students; or knowingly providing unauthorized assistance to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments. 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; and 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 serious disciplinary matters subject to the same penalties and procedures as other NHTI disciplinary matters. Penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may lead to delay of graduation), suspension or dismissal from a program/the college, or other sanctions as deemed appropriate.

## **Emergency Closure, Early Closure, and Delayed Start of Classes**

NHTI values the safety and well-being of our students, staff, and faculty. The college notifies students and employees of emergencies through college email accounts using NHTI Alerts through the Rave Mobile Safety system. Students are encouraged to sign up to receive emergency notifications by text or personal email accounts. Sign up at [Get Rave](#). An announcement will be made on [WMUR.com](#) and will be posted NHTI's website and social media accounts.

In the event of an emergency that requires NHTI to close and/or cancel classes for a day or more, instructors will post a message in Canvas and may use additional means to communicate to students what effect this will have on the class, such as a Zoom meeting, completing a discussion board assignment, or changing the due date for an assignment. NHTI instructors understand that students may experience power and/or internet outages and will work with students to ensure class needs are met.

If circumstances require NHTI to have a delayed opening, students should be prepared to begin their school day with whatever required activity would normally be occurring at the announced opening time. For example, if a 2-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 a.m. for the remaining 50 minutes of class; classes that are normally completed before 10 a.m. would be cancelled.

If circumstances require NHTI to close early, students should participate in required activities until the closing time. For example, if NHTI closes at 4 p.m. and a student has a class that runs 3-5 p.m., the student should attend the class until 4 p.m.

## **Grade Reporting**

Faculty submit grades electronically to the Registrar's Office at 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) should coordinate with the instructor to complete

the remaining coursework as soon as possible. Unresolved grades will convert to an F automatically at the end of the third week of the following semester. An incomplete will place a student's financial aid status on hold for the subsequent semester.

## **Student Athletes**

NHTI values its student athletes and wants them to be successful both on and off the field/court. Student athletes participating on any NHTI-sponsored team must provide their instructors documentation from the NHTI Athletic Department confirming their participation, as well as a schedule of practices and games, during 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 related accommodations. This documentation must be presented in advance of special requests. Participation on an NHTI athletic team does not excuse any student from compliance with 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 CCSNH email accounts are created at the time of course registration or program acceptance. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and serves as the official account for all electronic communication with the college. This ensures 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 all college-related communications. The email system is college property. All messages composed, sent, or received on the email system are and remain the property of CCSNH/NHTI. The CCSNH email system is not to be used to create or forward 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\*\*; 2-3 hours of lab per week for 15-16 weeks\*\*; 3 hours of practicum per week for 15-16 weeks\*\*; 3-6 internship hours per week for 15-16 weeks\*\*; or 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.