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| <b>Course Number:</b> BIOL 195C-T, TE, TL Anatomy & Physiology I (CRN:20859, 20860, 20861)  |
| <b>Hours:</b> Lecture - 3 Lab - 2 Credits - 4   |
| <b>Prerequisite(s)</b> High school biology with lab and high school chemistry with lab, each with a grade of "C" or higher  |
| <b>Term:</b> Spring 2026, January 20, 2026 - May 9, 2026  |
| <b>Faculty:</b> Dr. Lori Christerson  |
| <b>Faculty Accessibility:</b> Office hours by appointment   |
| <b>Email:</b> <a href="mailto:lchristerson@ccsnh.edu">lchristerson@ccsnh.edu</a>  |
| <b>Meeting Times/Rooms:</b><br>Lecture – Tuesdays 6:00 PM – 8:30 PM Mac Rury Hall M138<br><br>Lab — Tuesdays Mac Rury Hall M200 :<br>Early Lab (BIOL 195C-TE) 4:00 PM - 6:00 PM - Dr. Lori Christerson<br>Late Lab (BIOL 195C-TL) 8:35 PM - 10:35 PM - Dr. Maryam Bacchus |

## Course Details

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## Course Description

An introduction to the structure and function of the human body. Includes elementary, cytophysiology, histology, and anatomy and physiology of the integumentary system, skeletal system, muscular system, nervous system, and special senses. Laboratory work parallels lecture topics, and includes microscopy, study of human anatomical models, dissection of preserved animals, and physiological experimentation. (Prerequisite: high school biology with lab and high school chemistry with lab, each with a grade of “C” or higher, or permission of the Department Head of Natural Sciences)

## Learning Outcomes

Upon completion of this course, students will:

1. Compare and contrast inorganic and organic molecules as they relate to the structure and function of living things
2. Define the cell theory and describe the structures and main functions of cells
3. Examine the four main histology types of the human body
4. Describe the structure (at all levels of organization), physiology, and homeostatic mechanisms (both intra- and intersystem) of each of the following systems: integumentary, skeletal, muscular, and nervous
5. Demonstrate proper care and use of the compound light microscope

## Course Materials and Resources

### Required Textbooks (order through NHTI Bookstore available online at [eFollet](#):

Marieb, *Human Anatomy and Physiology*, ModMastering w/Lab Manual Bundle (etext 12h ed., includes Mastering A&P with Access code, Main version loose-leaf lab manual 12th ed.)

ISBN: 9780135405581

Publisher, Pearson 2024

Included in bundle above: Marieb EN, Mitchell SJ. *Human Anatomy & Physiology Laboratory Manual*, Main Version, Pearson Education, Inc., 12th edition.

### Required Software:

In this course we will make use of the MasteringA&P website which is provided by the textbook publisher, Pearson Education, Inc. The site contains an e-book version of your lecture and lab texts, practice quizzes and tests along with many learning exercises that previous students have found very useful. ***The book bundle that you purchase from the bookstore includes an access code that you will need to gain entry to the site.***

A student access code that you will need for “MasteringA&P” is included with the bookstore bundle. You can access the Pearson Higher Ed. MasteringA&P online site through our course Canvas site.

You are expected to be computer literate. This is not the time to learn how to use your computer or search on the internet. Please make sure your computer hardware, software, internet connections, etc... are appropriate for taking an online class. Failures of your computer hardware, software, internet connection or your inability to participate in an online environment are not valid excuses for late submissions or non-participation. If you are unable, for some reason, to complete an assignment by its due date, contact the instructor before the due date so that something may be worked out. Submit your assignments with time to spare so if problems do arise, you can get to another computer – friend, NHTI computer lab, libraries – and get your work in.

### Suggested Resources:

Marieb EN, Hoehn K. Study Guide; Human Anatomy & Physiology, Pearson Education, Inc., eleventh edition, 2018.

There are many different study aids available. Please contact Dr. Christerson if you would like to discuss additional options.


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### Canvas Orientation

We will make extensive use of the Canvas website that is provided by the college. All of the PowerPoints, handouts, and assignments will be on this site and it is your responsibility to download and use them. You were automatically enrolled into our Human Biology site when you registered.

If this is your first time using Canvas at CCSNH, please complete the [Canvas student orientation](#) to familiarize yourself with its navigation and use.

**Available Technical Support**

If you need help navigating this course, explore the Canvas [Student Guide](#). The Student Guide, Chat, and Phone offer helpful information and are always found by clicking on the  help button on the bottom-right of every page in Canvas.

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**Instructional Approach**

Lecture includes PowerPoint presentations, animations, small group discussions, and activities. Lab comprises hands-on work, observations of models and specimens, simulations, and microscope usage and care.

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**Assessment of Learning****Assignment/Assessment Descriptions**

Assessment of learning is based on student performance on written exams on lecture material, laboratory exams, and laboratory quizzes.

**Grading Criteria and Grade Calculation****Grading Criteria**

| <b>Grading Criteria</b>                              | <b>Percentage of Course Grade</b> |
|--|-----------------------------------|
| Homework   | 10                                |
| Lecture Quizzes (Best 5 of 6)                        | 15                                |
| 5 Lecture Exams (Best 4 of 5)                        | 35                                |
| Final Comprehensive Exam                             | 15                                |
| 5 Lab Quizzes (Best 4 of 5) includes microscope quiz | 5                                 |
| Lab Midterm and Final Exam                           | 20                                |

**Students must pass the lab portion of the course with a 60% or above in order to pass the entire course.**

**Prerequisite for A&P II is a score of 73% or higher in A&P I.**

- Students must pass the lab portion of the course with 60% in order to pass the entire course.
- Lecture and Lab Participation: Attendance at all lectures and labs is expected. Students should show up on time, pay attention during the lectures, and participate during activities. **The instructor may drop a student from the course with a grade of AF if the student has more than 2 unexcused absences from lab sessions.**
- Lecture homework and practice includes completion of Pearson assigned HW through Mastering A&P. **Each assignment is due before 4 pm on the day indicated in this syllabus.** Any late assignments are penalized by 50%.
- There will be 5 lecture exams given during this summer course. The lowest score will be dropped. Exams and quizzes are given **only** on the announced date. There are **no retakes** of any assessment AND any students missing a unit exam or lab quiz due to an unexcused absence will receive a zero for the exam or quiz. In the event that a student misses an exam or quiz, the missed exam or quiz will be the score that is dropped.
- Exams will be in a variety of formats including diagram labeling, short essays, fill-ins, matching and true/false questions. Students are responsible for the pre-reading for the lectures, studying the slideshows, and taking advantage of study tools on the Mastering A&P site (you can find this resource in the “Access Pearson” module in Canvas).
- All due dates for this course are scheduled well in advance to allow students ample time for preparation and planning. It is understood that students may have military, work, or family obligations; however, it is their responsibility to arrange their schedules accordingly to ensure they can take assessments and complete assignments on time as scheduled. **Requests for rescheduling exams, quizzes, or homework because of personal obligations will be considered only under exceptional circumstances, and must be discussed and approved one week in advance of the exam date.** This policy ensures fairness and consistency in assessment for all students enrolled in the course.
- **Exceptions:** Any possible lecture exam make-ups will be determined on a case-by-case basis by the instructor. A doctor’s note is required if you wish to make up a lecture exam due to a serious illness. Requests for a make-up must be made in writing no later than 24 hours following the date of the missed quiz/exam and must include the reason for missed quiz/exam, justification for make-up, and proper documentation. A written request does not guarantee that an exception will be made.
- A grade of zero given for safety infractions, plagiarism or cheating will not be dropped and will be counted toward the final grade.
- While the actual study time needed to succeed will vary among individual students, on average students should expect to put in three hours of study or class preparation per every hour spent in class or laboratory.
- Extra credit assignments are not available in Lecture or Laboratory.
- Note that the prerequisite for Biol-196C (Anatomy and Physiology II) is a 73% or higher in Biol-195C A&P I.

#### **Additional Considerations for the Lab:**

**Grading:** Lab quizzes are worth 20% of your final lab grade. Each Lab Practical is worth 40% of your final lab grade. Finally, this is a 4-credit course, so **the lab is worth 25% of your final course grade and the lecture is worth 75%.**

**Review Exercises in Lab Manual:** Review exercise questions (at the end of each chapter in the lab manual) are highly recommended. Use them to study prior to quizzes/exams.

**Open Lab:** It is highly recommended that you attend open labs each week. See the schedule posted in M200.

**Spelling Counts:** As a rule, if the word is misspelled by a letter or two, no points will be deducted. If the word is misspelled by a few letters, but can still be differentiated, one-half credit may be awarded. However, if the misspelled word is another word, e.g. cervix instead of cervical, no points will be awarded.

**Course Schedule:**

This syllabus is to be used as a guide; it contains information about the course, how it will be taught, what will be required of students, and assessment methods that will be used. All information is subject to change at any time. Any changes will be indicated in the Canvas Announcements.

## Title

| <u>Lecture<br/>Dates and Chapters</u>                                       | <u>Lab<br/>Topics/Quizzes/Exams</u>   | <u>Mastering A&amp;P<br/>Homework<br/>Due This Week</u><br>(by 4 pm Tuesday) | <u>Lecture Quizzes/Exams</u>         |
|---|---|--|--------------------------------------|
| <b>Week 1</b><br>1/20<br><b>Ch 1: Introduction</b>                          | <i>Lab: Body Organization</i>   |  |                                      |
| <b>Week 2</b><br>1/27<br><b>Ch 2: Chemistry</b>                             | <i>Lab: Cytology</i><br>( <i>Lab Guide p 5</i> )  |  | <b>Lecture Quiz 1</b><br><b>Ch 1</b> |
| <b>Week 3</b><br>2/3<br><b>Ch 3: Cells</b>                                  | <i>Lab: Cytology &amp; Histology</i><br>( <i>Lab Guide p 6-7</i> )                                      | Ch 1-2 HW  | <b>Unit Exam 1</b><br><b>Ch 1-2</b>  |
| <b>Week 4</b><br>2/10<br><b>Ch 4: Tissues</b>                               | <i>Lab: Histology</i><br>( <i>Lab Guide p 7</i> )<br><b>Lab Quiz 1</b><br>( <i>Lab Guide p 5-6</i> )    |  | <b>Lecture Quiz 2</b><br><b>Ch 3</b> |
| <b>Week 5</b><br>2/17<br><b>Ch 5: Integumentary</b>                         | <i>Lab: Integument &amp; Osteology</i><br>( <i>Lab Guide p 8-10</i> )                                   | Ch 3-4 HW  | <b>Unit Exam 2</b><br><b>Ch 3-4</b>  |
| <b>Week 6</b><br>2/24<br><b>Ch 6: Bones &amp; Skeletal Tissue</b>           | <i>Lab: Osteology</i><br>( <i>Lab Guide p 9-10</i> )<br><b>Lab Quiz 2</b><br>( <i>Lab Guide p 7-8</i> ) |  | <b>Lecture Quiz 3</b><br><b>Ch 5</b> |
| <b>Week 7</b><br>3/3<br><b>Ch 8: Joints</b>                                 | <b>Lab Midterm Exam</b><br>( <i>Lab Guide p 5-10</i> )  |  |                                      |
| <b>Week 8</b><br>3/10<br><b>Ch 9: Muscles &amp; Muscle Tissue</b>           | <i>Lab: Articulations</i><br>( <i>Lab Guide p 11</i> )  | Ch 5-6 HW  | <b>Unit Exam 3</b><br><b>Ch 5-6</b>  |
| <b>Week 9</b><br>3/17   | <b>Spring Break</b>   |  |                                      |
| <b>Week 10</b><br>3/24<br><b>Ch 9: Muscles &amp; Muscle Tissue</b>          | <i>Lab: Muscular</i><br><i>Lab Guide p 12</i><br><b>Lab Quiz 3</b><br>( <i>Lab Guide p 11</i> )         |  | <b>Lecture Quiz 4</b><br><b>Ch 8</b> |
| <b>Week 11</b><br>3/31<br><b>Ch 11: Nervous System &amp; Nervous Tissue</b> | <i>Lab: Nervous</i><br><i>Lab Guide p 13</i>  | Ch 8-9 HW  | <b>Unit Exam 4</b><br><b>Ch 8-9</b>  |

## Title

| <u>Dates</u>   | <u>Lab Topics/Quizzes/Exams</u>  | <u>Due This Week</u><br>(by 4 pm Tuesday) | <u>Lecture Quizzes/Exams</u>             |
|--|--|---|--|
| <b>Week 12</b><br>4/7<br><b>Ch 12: Central Nervous System</b>      | <i>Lab: Nervous</i><br><i>Lab Guide p 13-14</i><br><b>Lab Quiz 4</b><br><i>(Lab Guide p 12)</i>      |   | <b>Lecture Quiz 5</b><br><b>Ch 11</b>    |
| <b>Week 13</b><br>4/14<br><b>Ch 13: Peripheral Nervous System</b>  | <i>Lab: Special Senses</i><br><i>Lab Guide p 15</i>  | Ch 11 HW                                  | <b>Unit Exam 5</b><br><b>Ch 11</b>       |
| <b>Week 14</b><br>4/21<br>No lecture                               | <b>Lab Final Exam</b><br><i>(Lab Guide p 11-15)</i><br><b>Early lab 4:00</b><br><b>Late lab 6:00</b> |   |  |
| <b>Week 15</b><br>4/28<br><b>Ch14 &amp; 15: ANS/Special Senses</b> | <b>No lab</b><br><b>6 - 8:30 pm</b>  | Ch 12-14 HW                               | <b>Lecture Quiz 6</b><br><b>Ch 12-14</b> |
| <b>Week 15</b><br>5/5  | <b>Comprehensive Final Exam</b><br><b>6:00 - 8:00 pm</b>   |   |  |

## Schedule of Topics, Reading Preparation, Homework and Exam Dates

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### 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.

#### Posting of Grades

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

#### 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 three 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 reports and papers.

### Attendance Policy

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, 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 may be dropped from the class by the instructor. In addition, if a student misses more than two labs, he/she may be dropped from the class by the instructor. A grade of "AF" will be issued in either case.

If school is canceled on the day of a scheduled exam or quiz, students should expect to take the exam or quiz during the next class session.

My job, as your professor for this class, is to facilitate the learning process and assist you in ways that will help you learn. Remember:

**\*\*\*\* LEARNING IS 100% YOUR RESPONSIBILITY! YOU CAN DO ANYTHING YOU SET YOUR MIND TO!\*\*\*\***

### Classroom Deportment

Students are expected to conduct themselves properly during all class periods. Below are some common sense rules:

1. Arrive on time.
2. Do not leave early.
3. Do not leave the room during instructional periods except for an emergency. Being thirsty, wanting to make a phone call, etc... are NOT valid reasons for leaving the room.
4. If permitted by the instructor, cell phones/smart watches may be used to record lecture instruction only. All recordings are solely for educational purposes. Cell phones/smart watches may not be used for any other purpose during the lecture portion of this course.
5. In the laboratory, cell phones/smart watches may be used to photograph models, projected slides, etc... for study purposes only. Usage is at the discretion of the lab instructor.
6. **Cell phones/smart watches are not permitted during quizzes and/or exams for any reason. See the testing policies below.**
7. Use of laptops for note taking during instructional periods is not advised. See the Scientific American article "A Learning Secret: Don't Take Notes with a Laptop" (<https://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/>). Students who still wish to use laptops to take notes during instructional periods must sit in the front row of the classroom.
8. **Students who are inattentive during lecture through working on study guides or homework, refusing to participate in class activities, watching videos, texting, sleeping or other behavior that detracts from the learning of others will be asked to leave.**
9. Calculators permitted by instructors must be internet *incapable*. In other words, these calculators cannot have the ability to access the internet.
10. Come to class prepared – something to write on, something to write with, and having read the material being discussed.

### Testing Policies

Students are expected to abide by the NHTI Student Code of Conduct (<https://www.nhti.edu/student-life/campus-safety/judicial-policies/student-code-conduct>) 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, 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.
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. Students must complete their quiz or exam before leaving the testing room. **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 desk tops and placed at the front of the room. 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 drinks or food are allowed during any quiz or exam.
10. No tissues may be brought to any quiz or exam room. Tissues should be available in the room.
11. No ball caps, scarves, loose hooded sweatshirts or winter jackets may be worn.
12. Earplugs may not be worn unless approved by the instructor or proctor. Any approved earplugs should be of the small disposable foam type.

**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.**

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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.