



MATH 205C: Calculus I

Syllabus Spring 2026

This syllabus is to be used as a guide; it contains information about the course and what will be required of students. Information is subject to change.

Contact Information for Professor Sawal

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Office: Little Hall Room 118

Class Meeting Times

The class will meet in G324 on Tuesdays and Thursdays from 2:00 – 3:50 pm, unless otherwise directed by the instructor.

Course Description

Topics for Calculus of one variable will include: Limits; Derivatives of Algebraic, Trigonometric, Exponential and Logarithmic functions; Antiderivatives; and an introduction to integration. Applications, such as velocity, acceleration, curve sketching, optimization and related rates, will be stressed throughout the course. (Prerequisite: Successful completion of MATH 140, Precalculus.)

Course Format

This course will consist of lectures and presentations, discussions, classwork, homework, quizzes and assessments.

Course Materials

- **REQUIRED: Student Access Card for MyLab Math ISBN: 9780135904183**
Please note that the MyLab access card includes the e-text version of the course textbook, *Calculus - Early Transcendentals, 3/e*; Briggs, Cochran, Gillett, Schulz; Pearson, ©2019. The access card can be purchased from the NHTI Bookstore or directly from the MyLab Math website.
- **REQUIRED: TI 84 graphing calculator** (Any version of the TI-84 is fine.)
There are a limited number of TI-84 calculators available as loaners for free. Please visit the Academic Center for Excellence in the NHTI Library or call 603-230-4027.

MyLab Math

As noted above, MyLab Math is required for the course. This is where the e-book is found and homework/tests are completed. Enrolling in MyLab Math is done through our Canvas course and the instructions are found there.

If you would like to see the MyLab site before purchasing the access card, you may use the 14-day temporary access option. Once temporary access expires, students no longer have access to MyLab until permanent access is purchased. Maintaining access to the MyLab Math web site is the student's responsibility and the due dates do not change if access is lost. If a student enrolls using temporary access, the student is expected to convert to permanent access before the temporary access expires. Assignments from duplicate accounts cannot be merged and, therefore, will not be accepted.

The last day to enroll in MyLab Math via the NHTI Canvas website with permanent (not temporary) access is **Monday, February 2, 2026**. Students who fail to meet this deadline may be dropped from the course with an AF grade.

If you purchase the access card through the bookstore, they will provide a code for another website which will then issue the MyLab access code. If you have any issues with this process, please call the NHTI bookstore. Students may also visit the NHTI Math Tutoring Center in the Library for assistance.

Students are responsible for contacting Pearson Technical Support to resolve any problems with creating or logging into their accounts.

Items Not Permitted

Please put all electronic devices away during class, unless approved by the instructor. Any student who is suspected of using an unauthorized electronic device during a quiz or test will be subject to penalties for cheating as set forth in the [Student Handbook](#). Calculators that do symbolic algebra such as the TI-89 and TI-Nspire CAS are not allowed.

Class Cancellation

If the instructor must cancel class for any reason, the instructor will try to notify students by CCSNH e-mail. Class cancellations announced by NHTI Administration are posted on the NHTI home page and are available through the [NHTI ALERTS](#) System.

Attendance Policy and Missed Work

A student who misses non-test class periods is still required to complete homework assignments with the expectation that the student will take each exam when scheduled. For a missed test day, see the Exams section of the syllabus.

Any student who has missed all classes for any two-week period, will be eligible for termination from the course with a failing grade of AF. All course work must be completed by the final exam date.

Student E-mail

The instructor will use NHTI Student E-mail when communicating by e-mail with individual students or with the class as a whole. Students are expected to regularly check their NHTI Student E-mail accounts for messages from the instructor.

Online Homework

It is essential the student works outside of the classroom to master the concepts. Lack of doing homework will be detrimental to both your course grade and productive class participation. For each hour of instruction, you should budget 2–3 hours for homework/study. All homework assignments for this course are to be completed online via MyLab Math. *Each assignment is to be completed by the due date specified in MyLab Math.* Students are able to continue working on past-due homework assignments, but late problems receive a penalty of 50%. Assignments marked Past Due will receive a score of 0.

NOTE: *No additional assignments other than homework, quizzes, and exams will be offered for credit.* Students may use the Study Plan MyLab Math for additional practice; these exercises are not included in the student's Overall Score.

Quizzes

Quizzes on the homework content will be administered in class on the day the homework is due, unless otherwise indicated. Students are expected to attend class (on-time) and there will be no make-up quizzes. Quizzes will be closed book/notes, unless otherwise indicated by the instructor. The lowest quiz grade will be dropped.

Test/Exam

Student mastery of the course material will be assessed through regular tests and a comprehensive final exam. Test dates are of the utmost priority; students are expected to take each test and the final exam on the respective scheduled date/time. Any change to this schedule will be communicated in a timely manner. There are no test “redos.” One missed test can be considered for make-up only if the instructor has been notified – prior to or on the scheduled day of the test – that the student cannot take the test as scheduled. The student is not guaranteed a make-up; individual circumstances will dictate whether or not a make-up will be permitted. A make-up test must be taken before the next class meeting, unless otherwise indicated by the instructor. Only one make-up test will be allowed unless the student has documented proof that he/she could not attend (e.g., note from a doctor, court appearance, etc.) The final exam is not eligible for make-up. There are no test retakes to replace test grades. If class is cancelled, students should be prepared to take the test on the next meeting of the class. All tests will be closed book/notes and proctored. Only approved resources may be used. All students are required to take the final exam.

Grading Policy

Component	Weight
Tests	60%
Online Homework	15%
Quizzes	5%
Final Exam	20%

Mid-term and final grades are determined according to the following chart.

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

Academic Honesty

Honesty is expected of all students, as discussed in the attached *Academic Affairs Notices*. For further clarification, see the *Student Handbook*.

Services

See the attached *Academic Affairs Notices* for a description of services available to students through various college offices and departments.

Week	Date	Day	Schedule
1	1/20/2026	T	Lecture 2.1. The Idea of Limits
	1/22/2026	Th	Lecture 2.2. Definitions of Limits
2	1/27/2026	T	Homework Due 2.1; Quiz Lecture 2.2. Definitions of Limits (continued), Lecture 2.3. Techniques for Computing Limits
	1/29/2026	Th	Homework Due 2.2 Lecture 2.4. Infinite Limits, Lecture 2.5. Limits at Infinity
3	2/3/2026	T	Homework Due 2.3, 2.4; Quiz Lecture 2.5. Limits at Infinity (continued), Lecture 2.6. Continuity
	2/5/2026	Th	Homework Due 2.5 Lecture 2.6. Continuity (continued)/ Test 1 Review
4	2/10/2026	T	Homework Due 2.6 Test 1: Sections 2.1 – 2.6
	2/14/2026	Th	Lecture 3.1/3.2 The Derivative
5	2/17/2026	T	Homework Due 3.1/3.2; Quiz Lecture 3.3. Rules of Differentiation, Lecture 3.4. The Product and Quotient Rules
	2/19/2026	Th	Homework 3.3 Due Lecture 3.4 (continued), Lecture 3.5 Derivatives of Trigonometric Functions Lecture 3.6. Derivatives as Rates of Change
6	2/24/2026	T	Homework 3.4,3.5 Due; Quiz Lecture 3.6. Derivatives as Rates of Change (continued), Lecture 3.7. The Chain Rule
	2/26/2026	Th	Homework Due 3.6 Lecture 3.8. Implicit Differentiation, Lecture 3.9. Derivatives of Logarithmic and Exponential Functions
7	3/3/2026	T	Homework Due 3.7, 3.8; Quiz Lecture 3.9. Derivatives of Logarithmic and Exponential Functions (continued) Lecture 3.10. Derivatives of Inverse Trigonometric Functions
	3/5/2026	Th	Homework 3.9 Due Lecture 3.10. Derivatives of Inverse Trigonometric Functions (continued)/ Test 2 Review
8	3/10/2026	T	Homework Due 3.10 Test 2: Sections 3.1 – 3.10
	3/12/2026	Th	Lecture 3.11. Related Rates, Lecture 4.1. Maxima and Minima
9	3/16-20/2026		Spring Break
10	3/24/2026	T	Homework Due 3.11; Quiz Lecture 4.1. Maxima and Minima (continued), Lecture 4.2. Mean Value Theorem Lecture 4.3. What Derivatives Tell Us
	3/26/2026	Th	Homework Due 4.1 Lecture 4.3. What Derivatives Tell Us (continued), Lecture 4.4. Graphing Functions Lecture 4.5. Optimization Problems
11	3/31/2026	T	Homework Due 4.2, 4.3, 4.4; Quiz Lecture 4.5. Optimization Problems (continued), Lecture 4.7. L'Hopital's Rule
	4/2/2026	Th	Homework Due 4.5 Lecture 4.7. L'Hopital's Rule (continued) / Test 3 Review
12	4/7/2026	T	Homework Due 4.7 Test 3: Sections 3.11, 4.1 – 4.7
	4/9/2026	Th	Lecture 4.9. Antiderivatives, Lecture 5.1 Approximating Areas under Curves
13	4/14/2026	T	Homework Due 4.9; Quiz Lecture 5.1 Approximating Areas under Curves (continued), Lecture 5.2 Definite Integrals
	4/16/2026	Th	Homework Due 5.1 Lecture 5.2 Definite Integrals (continued), Lecture 5.3 Fundamental Theorem of Calculus
14	4/21/2026	T	Homework Due 5.2; Quiz Lecture 5.3 Fundamental Theorem of Calculus (continued), Lecture 5.4 Working with Integrals
	4/23/2026	Th	Homework 5.3 Due Lecture 5.4 Working with Integrals (continued), Lecture 5.5 Substitution Rules
15	4/28/2026	T	Homework Due 5.4; Quiz Lecture 5.5 Substitution Rules (continued) / Test 4 Review
	4/30/2026	Th	Homework Due 5.5 Test 4: Sections 4.9, 5.1 – 5.5
16	5/5-8/2026		Final Exam Week

The schedule is subject to reasonable modification by the instructor in response to the needs of the class. Changes will be communicated in a timely manner.

Performance Objectives Upon successful completion of this course the student will be able to:

I. Limits

1. Calculate average and instantaneous velocity.
2. Calculate slopes of secant and tangent lines.
3. Understand the equivalence between the limits used to compute instantaneous velocity and the slope of a tangent line.
4. Understand limit definitions.
5. Find limits from a graph.
6. Estimate limits from a table.
7. Analyze limits.
8. Evaluate limits of linear functions.
9. Apply limit laws.
10. Evaluate limits using algebraic manipulation.
11. Evaluate one-sided limits.
12. Understand the relationship between one-sided and two-sided limits.
13. Find limits using the Squeeze Theorem.
14. Understand infinite limits.
15. Find infinite limits numerically or graphically.
16. Evaluate limits analytically.
17. Find vertical asymptotes.
18. Understand end behavior and its connection to horizontal asymptotes.
19. Evaluate limits at infinity.
20. Determine end behavior and sketch graphs.
21. Use limits to find steady states in applications.
22. Find horizontal, vertical, and slant asymptotes and sketch graphs.
23. Understand continuity.
24. Find points of discontinuity or intervals of continuity.
25. Evaluate limits using principles of continuity.
26. Use the Intermediate Value Theorem.

II. Derivatives

1. Evaluate derivatives and work with equations of tangent lines.
2. Understand derivatives graphically.
3. Understand differentiability and relate it to continuity.
4. Take derivatives of constant multiples of powers and sums of functions.
5. Simplify expressions and take their derivatives.
6. Know the derivative of the natural exponential function e^x .
7. Use derivatives to find slopes, tangent lines, and higher-order derivatives.
8. Find limits related to derivatives.
9. Understand the product and quotient rules.
10. Take derivatives of products and quotients.
11. Compare two ways of taking the derivative.
12. Find derivatives using the extended power rule.
13. Find derivatives of functions that involve exponentials or a combination of rules.
14. Use derivatives to solve problems.
15. Find limits involving trigonometric functions.
16. Calculate derivatives involving trigonometric functions.
17. Use derivatives of trigonometric functions to solve problems.
18. Understand definitions of average and instantaneous velocity.
19. Relate position, velocity and acceleration.
20. Solve business applications (e.g. marginal cost).
21. Solve other applications.
22. Use Leibniz notation to take the derivative of a composition.

23. Use function notation to take the derivative of a composition.
24. Find the derivative using the chain rule in combination with other rules.
25. Solve applications involving the chain rule.
26. Find the derivative using implicit differentiation.
27. Find equations of tangent lines using implicit differentiation.
28. Find derivatives of functions with rational exponents.
29. Solve applications using implicit differentiation.
30. Use definitions to find expressions or verify identities.
31. Find derivatives involving logarithms or general exponential functions.
32. Solve applications involving exponential models.
33. Find tangent lines using logarithmic differentiation.
34. Find derivatives using logarithmic differentiation.
35. Find the derivative of functions involving inverse trigonometric functions.
36. Solve applications involving the rate of change of an angle with respect to a side.
37. Find derivatives of general inverse functions at a given point.
38. Solve related rates applications for the rate of change of distance, area or volume.
39. Solve related rates applications for the rate of change of an angle.

III. Applications of the Derivative

1. Use graphs to illustrate or identify extreme points.
2. Find critical points and extreme points.
3. Solve applications involving extreme points.
4. Sketch functions from properties.
5. Determine intervals of increase and decrease.
6. Use the first derivative test to classify critical points.
7. Determine the concavity on intervals and find inflection points.
8. Use the second derivative test to classify critical points.
9. Compare f , f' and f'' .
10. Sketch curves with given properties.
11. Sketch functions using analytic methods.
12. Sketch functions by combining analytic methods with the use of graphing calculators.
13. Sketch special curves or curves used in applications.
14. Identify properties of the graphs of functions.
15. Solve applications by maximizing or minimizing functions.
16. Explain optimization problems and objective functions.
17. Write, graph, and use the linear approximation equation.*
18. Use linear approximations to estimate a quantity.*
19. Solve applications by estimating the change in a given variable.*
20. Express the derivative in differential form.*
21. Find points guaranteed to exist by Rolle's Theorem.
22. Find points guaranteed to exist by the Mean Value Theorem.
23. Solve applications using the Mean Value Theorem.
24. Know that functions with equal derivatives differ by a constant.
25. Evaluate limits of the form $0/0$.
26. Evaluate limits of the form ∞/∞ , $0\cdot\infty$, and $\infty - \infty$.
27. Evaluate limits of the form 1^∞ , 0^0 , and ∞^0 .
28. Compare growth rates.

29. Evaluate limits using the appropriate method.
 30. Identify indeterminate forms and convert limits to other indeterminate forms.
 31. Understand how Newton's method uses tangent lines to approximate roots.*
 32. Use the method's iterative formula to approximate roots.*
 33. Compute and interpret residuals.*
 34. Be attentive that Newton's method can fail to locate a root for various reasons.*
 35. Find general antiderivatives and indefinite integrals.
 36. Find particular antiderivatives and solve initial value problems.
 37. Relate solutions of initial value problems to their graphs.
 38. Solve applications involving antiderivatives.
 39. Use identities to find antiderivatives.
 40. Verify indefinite integrals by differentiation.
- IV. Integration**
1. Understand how Riemann sums approximate area under a curve.
 2. Approximate displacement using left, right, or midpoint sums.
 3. Calculate left, right, and midpoint sums, and draw their corresponding rectangles.
 4. Calculate Riemann sums from tables and graphs.
 5. For larger values of n , use sigma notation and approximate sums using a calculator.
 6. Use geometry to find the area under a curve.
 7. Understand the properties of the definite integral.
 8. Approximate net area and definite integrals.
 9. Relate definite integrals and Riemann sums.
 10. Relate net area and definite integrals.
 11. Use properties of the definite integral to evaluate integrals.
 12. Find the exact value of a definite integral using its limit definition.
 13. Understand the relationship between the antiderivative F , the function f , and the area function A .
 14. Work with area functions.
 15. Evaluate definite integrals using the Fundamental Theorem.
 16. Find the area of regions bounded by the graph of f .
 17. Take the derivative of functions expressed as integrals.
 18. Understand symmetry and average value.
 19. Use symmetry to evaluate integrals.
 20. Find the average value of a function.
 21. Find the point at which a function equals its average value.
 22. Understand the substitution rule.
 23. Find indefinite integrals by trial and error.
 24. Use the substitution rule to find indefinite integrals.
 25. Use the substitution rule to evaluate definite integrals.
 26. Find integrals involving $\sin 2x$ and $\cos 2x$.
- * Time permitting

NHTI Academic Affairs Notices – Spring 2026

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 or 603-230-4042
- The NHTI student conduct coordinator by email at 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 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 or 603-230-3595
- The NHTI Campus Safety by email at 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.

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.