

	Course: NURS 215C Nursing III
	Hours: Lecture 4 hours per week in Grappone Hall Room #106 Tuesdays 9 am –10:50 am Wednesday 9 am-10:50am (Some days 11-12noon) Clinical & CRC Lab: 15 hours (2) Clinical day/week Total Credits: 9
	Prerequisites: NURS II-A and NURS II-B Math 120, or higher-level Math
	Corequisites: ENGL XXX, Humanities/Fine Arts/Foreign Language XXX,
	Term: Spring 2026
	Faculty: Professor Kerri Goupil, MSN, RN: kgoupil@ccsnh.edu Professor Laura Rodgers MSN, CNE, RNC: lrodgers@ccsnh.edu
Refer to Course Faculty section for further information	

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Course Description

NURS 215C

Nursing III incorporates principles and concepts from nursing knowledge and liberal arts education. The emphasis of the course is on patients with multisystem health problems and critical care illnesses. The student evaluates nursing care approaches for patients with high levels of dependency and examines how therapeutic and collegial communication contribute to improved health outcomes.

Planned learning experiences provide the student with the opportunity to utilize microsystem resources, evidence-based practice, quality improvement processes, and safety standards in the delivery of patient care. The student demonstrates accountability for the professional, ethical and legal standards of nursing practice to provide holistic and culturally sensitive nursing care throughout the life cycle. Opportunities to utilize critical thinking, clinical reasoning, clinical judgement, and humanistic values are provided through Clinical Resource Center (CRC) experiences and patient care assignments in various settings. Clinical sites are in acute care medical / surgical and possible community settings.

To facilitate the teaching/learning process, ongoing evaluations occur through interactions between student and faculty

Prerequisites: NURS 116C, NURS 117C **and** a grade of “C” or higher in MATH 120 or higher-level Math; (MATH 251 strongly recommended).

Corequisites: ENGL XXX, and Humanities / Fine Arts / Foreign Language XXX).

Course Learning Outcomes

1. Utilize the nursing process clinical reasoning, and evidenced based practice to design, implement, and evaluate care focusing on the self-care requirements for the patient with commonly occurring illnesses.
2. Incorporate principles and concepts from nursing knowledge and liberal arts education utilizing critical thinking, clinical reasoning, clinical judgment, and humanistic values.
3. Design and implement a plan of care in collaboration with the patient and health care team with a focus on wholly compensatory nursing system.
4. Evaluate effective therapeutic and collegial communication needed to enhance health outcomes.
5. Manage nursing care directly and/or through delegation for the patient with a range of self-care deficits throughout the life cycle.
6. Create an optimal environment for the patient utilizing microsystem resources, evidence-based practice, quality improvement processes, and patient safety standards.

7. Establish a caring relationship with the patient to provide holistic and culturally sensitive nursing care throughout the life cycle.
8. Demonstrate accountability for standard-based nursing care given by self and delegated to others adhering to professional, ethical and legal standards within nursing.

Educated Person Statement of Philosophy

Course Faculty

FACULTY NAME & TITLE	FACULTY email address	FACULTY PHONE	OFFICE LOCATION: Grappone Hall
Jennifer Brace MSN, RN Department Head Professor	jbrace@ccsnh.edu	271-6484 X-4318	G-226
Kerri Goupil MSN, RN Program Curriculum Coordinator Professor	kgoupil@ccsnh.edu	271-6484 - X 4187	G-225
Mary Curtin-Pierce MSN, RN Program Clinical Coordinator Professor	MCurtinPierce@ccsnh.edu	271-6484-X TBA	G-224
Laura Rodgers MSN, RN-C, CNE Professor	lrogers@ccsnh.edu	271-6484 X-4428	G-216
Caroline Megan MSN, RN Professor	cmegan@ccsnh.edu	271-6484 X-TBA	G-223
Danielle Cressey MSN, RN Professor	dcressey@ccsnh.edu	271-6484 X-TBA	G- 216
Julie Foster MSN, RN, MS-BC Professor	jfoster@ccsnh.edu		
Emily Higgins DNP, MSN, RN, ONC Clinical Adjunct Professor - CH	ehiggins@ccsnh.edu		
Chase Kohler BSN, RN Clinical Adjunct Professor - CH	ckohler@ccsnh.edu		
Christine Langley BSN, RN Clinical Adjunct Professor-CH	clangley@ccsnh.edu		
Christine Heichlinger Clinical Adjunct Professor	cheichlinger@ccsnh.edu		
Rachel Smith Clinical Adjunct Professor	rsmith@ccsnh.edu		
Haley Davis Clinical Adjunct Professor	hdavis@ccsnh.edu		
Emily Dupont Clinical Adjunct Professor	edupont@ccsnh.edu		

Toria Haungs Clinical Adjunct Professor	thaungs@ccsnh.edu		
Tiffany Elliot Clinical Adjunct Professor	telliott@ccsnh.edu		
Theresa Finn Clinical Adjunct Professor	TFinn@ccsnh.edu		
Amanda Cahill Clinical Adjunct Professor	acahill@ccsnh.edu		
Michael Minnaugh Clinical Adjunct Professor	TBA		

Faculty Accessibility: Individual faculty will post Office Hours at the beginning of each semester on Canvas tile. Please reach out to the faculty for grade and assignment feedback and remediation.

Assessment of Learning

Assignment	Date Due	Assignment Details	Grade %
Older Adult Healthy People 2030			10%
Group Formation, IEA, HP Objective,	1/23	See Canvas for details	0
Completed Research Questionnaire Form	3/1		50
Group Poster Presentation to Canvas	4/26		10
Participation Live NHTI Presentation Night	4/30		20
Classroom Group Presentation	4/30 & 5/1		20
ATI: Critical Care Dosage Calculation			0%
Dosage Calculation RN Critical Care Online Practice Assessment 3.2*	2/1	See Canvas for details Need to obtain 90% or greater to participate in clinical	C/IC
ATI Practice & Proctored 2023 Comprehensive Predictor NGN w/ Remediation			10%
Practice A (available 4/12)	4/17	Refer to ATI grading policy See Canvas for Details	10
IPP Report Comprehensive Practice A & Remediation Flashcards	4/18		
Practice B (Available 4/19)	4/25		
IPP Report Comprehensive Practice B & Remediation Flashcards	4/26		
Proctored Comprehensive Assessment (in class)	4/28		
IPP Report Comprehensive Proctored A & Remediation Flashcards	5/1		
ATI Capstone Assessment			10%
ATI Capstone Pre Assessment	1/23	Per ATI Capstone Requirements See ATI Canvas Documents	10%
Capstone & VATI assignments (see Canvas)	Varies		
ATI Capstone Post Assessment	3/31		

NHTI Unit Exams			30%
Unit One Exam	2/17		10
Unit Two Exam	3/24		10
Unit Three Exam	4/14		10
NHTI Final Cumulative Exam			20%
Final Exam	4/29	Proctored during class, bring fully charged laptop	20
Clinical Grade			20%
Daily Clinical Learning Activities (CLA) 1. SBAR with Questions 2. Real Time Multi Problem Care Plan 3. Combined Medication & Lab Grid		Three CLAs are completed on one patient per clinical day, ideally with a new patient each day, and submitted to Canvas within 48 hours.	15
Mid Term Clinical Evaluation	3/1 & 3/6		2.5
Final Clinical Evaluation	4/24 & 4/27		2.5

Dosage Calculation RN Critical Care Online Practice Assessment 3.2

If a student does not achieve a score of 90% or higher on the Dosage Calculation RN Critical Care Online Practice Assessment 3.2 after two attempts, the student must meet with course faculty to develop a dosage calculation remediation plan. The student will not be permitted to attend clinical until this requirement is met and may be at risk for clinical non-pass due to accrued absences and inability to evaluate required clinical competencies. A student who makes zero (0) attempts at the required practice assessment will not be permitted to attend clinical and will accrue clinical absences as a result.

Class Attendance & Professionalism

Attendance and active participation are required for all NHTI Nursing Program theory, laboratory/CRC, and clinical learning experiences in accordance with the Nursing Department Attendance and Professionalism Policy. Failure to meet attendance expectations, including a **no-call/no-show**, constitutes a professionalism concern and will result in a written warning, required remediation, **clinical failure**, and/or **non-progression in the nursing program**. Students must notify faculty **prior to the scheduled start time** for any absence. Please refer to the NHTI Student Nursing Handbook Addendum for the outlined policy.

Classroom Etiquette and Student Behavior

Students will demonstrate respect for faculty and fellow students. Any behavior that is considered disruptive to a positive learning environment either in the classroom, laboratory, or clinical areas reported by the faculty will result in a warning on the first instance; the subsequent instance might result in expulsion from the course or campus. In addition, professional attire and conduct are expected during class time. Professional behaviors are expected concerning all written and spoken course correspondence as well. See the full Professionalism Policy in the Nursing Student Handbook.

Examinations

Examinations will only be administered on the dates and times scheduled in the course syllabi. In the event of extenuating circumstances, make-up exams must be approved **in advance** by the course faculty. Students who miss an exam are at risk of receiving a zero for that exam. Exams will be taken online during scheduled class time using secure browser as instructed. **Students must bring a laptop fully charged for proctored exams.** Belongings must be placed in area of proctor's discretion. Use of cell phones, other personal electronic devices, books, or other resources is not allowed during proctored exams. Students who access print or electronic resources, a cell phone, or an online site other than the exam during an exam may receive a grade of zero for that exam.

Work Submitted

It is expected that exams and all assignments will be students' own work, not a collaborative effort, or electronically generated work, unless expressly stated otherwise in the assignment directions. It is also expected that students will submit current work; not work from prior (repeated courses). Students who collaborate on individual work, submit AI generated work or submit prior course work will receive a zero for that assignment.

Late Assignment Policy

All assignments must be completed according to instructions and submitted at the time and due date. Late assignments, if accepted by the instructor, are subject to grade reduction. Faculty may allow exceptions for extenuating circumstances that are **requested prior to the due date**. Late assignments will lose one full letter grade for each day they are late, i.e., 10 points out of 100. Assignments not submitted by the time and due date will be considered one day late and points will continue to be deducted for each day when the assignment is late.

Nursing Grade and Progression

All nursing courses integrate theory and clinical experience. Failure to receive a passing grade of 74.0% in either theory **OR** the clinical experience portion of the course will result in a failing grade. All nursing major field courses must be passed before proceeding to the next level.

A	94 or higher	B-	80-83
A-	90-93	C+	77-79
B+	87-89	C	74-76
B	84-86	F	Below 74

The passing grade is 74.0. There is no rounding up of grades.

Computer Requirements

Computer requirements: For quizzes and exams: Bring a fully charged laptop with battery capacity for two hours unplugged with reliable connectivity to the internet.

No Chromebooks, Tablets, or iPads

Required Textbooks and LMS

- ATI LEARNING MANAGEMENT SYSTEM (LMS) **Product Code: CDN021936425**

Prior resources as available

- Doenges, M. E., Moorhouse, M. F., & Murr, A. C. (2019). *Nurse's pocket guide: Diagnoses, prioritized interventions, and rationales*. (15th ed.). F. A. Davis. (ISBN 9780803676442)
*Older editions are ok to purchase.
 - Fischbach, F. T. & Fischbach, M. A. (2022) *A manual of laboratory and diagnostic tests*. (11th ed.). Wolters Kluwer.
 - Hinkle, J. L., Cheever, K. H. & Overbaugh, K. J. (2022). *Brunner and Suddarth's textbook of medical-surgical nursing*. (15th ed.). Wolters Kluwer.
 - Tucker, Karch's *Focus on Nursing Pharmacology* 9e
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Lecture Schedule & Course Content

Week	Day	Date	Content
1	Tuesday	1/20	Welcome to NURS 215C <ul style="list-style-type: none">• Leadership & Management• Critical Care & Emergency Nursing• ATI NCLEX Capstone• NHTI Nursing Group Project• Clinical / Lab / Simulation
	Wednesday	1/21	Intro to CC & Emergency Nursing: <ul style="list-style-type: none">• Knowledge Acquisition• Preparing to Provide Care• Legal Issues• Role of the Nurse
	Thursday	1/22	Boot Camp <ul style="list-style-type: none">• Older Adult Healthy People• Clinical Orientation
	Friday	1/23	Boot Camp <ul style="list-style-type: none">• Clinical Orientation• Case Study EHR Tutor w/ CLA Paperwork ATI Capstone Pre Assessment Exam (In class)
2	Tuesday	1/27	Leadership & Management Series
	Wednesday	1/28	Leadership & Management Series
3	Tuesday	2/3	CC & Emergency Nursing: <ul style="list-style-type: none">• Nursing During a Disaster<ul style="list-style-type: none">○ Priority Setting

	Wednesday	2/4	Review Series: F&E
4	Tuesday	2/10	Critical Care in Gas Exchange: <ul style="list-style-type: none"> • Pleural Effusion & Edema • Pneumothorax (MS) • Hemothorax (MS) • Tension Pneumothorax • Fail Chest • Chest Tubes
	Wednesday	2/11	Critical Care in Gas Exchange: <ul style="list-style-type: none"> • Pulmonary Embolism • Heparin Drip Calculations • Respiratory Failure • Status Asthmaticus (MS) • Acute Respiratory Distress Syndrome
5	Tuesday	2/17	Unit One Exam
	Wednesday	2/18	Critical Care in Perfusion: <ul style="list-style-type: none"> • Cardiac Tamponade • Cardiac Surgery • Abdominal Aortic Aneurysms
6	Tuesday	2/24	Critical Care in Perfusion: <ul style="list-style-type: none"> • Review Series: Decreased CO • Hemodynamic monitoring <ul style="list-style-type: none"> ○ Cardiopulmonary Arrest (New Guidelines)
	Wednesday	2/25	Review Series: Heart Failure
7	Tuesday	3/3	Critical Care in Perfusion: <ul style="list-style-type: none"> • Cardiac Rhythms
	Wednesday	3/4	Review Series: MI
8	Tuesday	3/10	Cardiac Meds Review
	Wednesday	3/11	Critical Care in Perfusion: <ul style="list-style-type: none"> • Systemic Inflammatory Response Syndrome (SIRS) • Shock • Multiple Organ Dysfunction Syndrome • Disseminated Intervascular Coagulation
9	Tuesday	3/17	Spring Break
	Wednesday	3/18	Spring Break
10	Tuesday	3/24	Unit Two Exam NCLEX Application Process Review
	Wednesday	3/25	The Acute Abdomen: <ul style="list-style-type: none"> • Secondary peritonitis • Small and large bowel obstruction • Bowel perforation
11	Tuesday	3/31	ATI Capstone Post Assessment Exam (In class)
	Wednesday	4/1	Critical Care Endocrine Dysfunction: <ul style="list-style-type: none"> • Diabetic Ketoacidosis • Hyperosmolar Hyperglycemia Syndrome

12	Tuesday	4/7	Critical Care Endocrine Dysfunction: <ul style="list-style-type: none"> • Diabetes Insipidus • Syndrome of Inappropriate Antidiuretic Hormone Secretion • Thyroid Storm
	Wednesday	4/8	Review Series: CKD & Dialysis
13	Tuesday	4/14	Unit Three Exam
	Wednesday	4/15	Critical Care Neurologic Dysfunction: <ul style="list-style-type: none"> • Traumatic Brain Injury • Subarachnoid Hemorrhage • Increased Intracranial Pressure (ICP)
	Friday	4/17	NHNA Student Nurse Conference Plymouth NH 0830am – 215pm Optional experience for students Requirements & Registration details in Canvas
14	Tuesday	4/21	Review Series: Spinal Cord injury
	Wednesday	4/22	Multisystem: Burns
15	Tuesday	4/28	ATI Comprehensive Predictor (in class)
	Wednesday	4/29	Final Comprehensive Exam
	Thursday	4/30	Healthy People 2030 Presentations (12pm - 15pm) Awards Day (1600-1730) NHTI Student Presentations of Work (1730-1900)
	Friday	5/1	Healthy People 2030 Presentations (9am - 3pm)
16	Tuesday	5/5	TBA: ATI NCLEX Live Review Week of May 4th or May 11th

NHTI Academic Affairs Notices – Spring 2026 [Academic Affairs notices]

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.