MATH 251C-ES: eStart Statistics
Syllabus
Fall 2015

Contact Information for Professor LaVoice
Phone: (603) 271-6848 Ext. 4231
E-mail: vlavoice@ccsnh.edu (preferred)
Office: Little Hall, Rm. 203

NOTE: When contacting the instructor by e-mail, please put the course number (MATH 251C-ES) in the Subject line.

Course Hours and Dates
This course is conducted completely online. Please note the following dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyStatLab Enrollment Start</td>
<td>August 17</td>
</tr>
<tr>
<td>MyStatLab Enrollment End</td>
<td>September 15</td>
</tr>
<tr>
<td>Course Start Date</td>
<td>August 31</td>
</tr>
<tr>
<td>Course End Date</td>
<td>December 21</td>
</tr>
<tr>
<td>(Final Grade viewable until</td>
<td>December 31</td>
</tr>
<tr>
<td>December 31)</td>
<td></td>
</tr>
</tbody>
</table>

All course work must be completed by December 21, 2015.

Course Description
Topics will include: sampling methods; basic measurements of central tendency and variability; frequency distributions; probability; binomial, normal, Student t, Poisson, and Chi-Square distributions; sampling distributions; estimation of parameters; hypothesis testing; simple correlation and linear regression analysis, prediction intervals, and multiple regression. (Prerequisite: Passing grade in MATH 124C, College Algebra) This course will consist of PowerPoint lectures (prepared by the instructor), video lectures and animated lessons (prepared by the textbook publisher), and online homework and exams.

Course Format
This course will consist of PowerPoint and video lectures, e-mail discussions, homework, and exams. Students are expected to work each week on homework assignments as an indication of attendance. See Attendance Policy and Missed Work.

Course Materials
- **REQUIRED:** TI 84 (+) graphing calculator
- **REQUIRED:** Student Access Kit for MyStatLab
  The Student Access Kit contains an access code that you need to enroll in the MyStatLab portion of the course. Enrollment and access to MyStatLab is made through the MyStatLab button in the NHTI Blackboard course.
  
  The very first time a student clicks on the MyStatLab button in the NHTI Blackboard course, a prompt to redeem an access code may be displayed. The Student Access Kit which contains this access code may be purchased at the NHTI Bookstore.

  Students are expected to enroll in MyStatLab via the NHTI Blackboard course with permanent (not temporary) access by no later than September 14, 2015 (which is the last day to drop the course for a full refund). Students who fail to meet this deadline will be dropped from the course with an AF grade.

  Students are responsible for contacting Pearson Technical Support to resolve any problems with creating or logging in to their MyStatLab accounts. Students may also visit the NHTI Math Lab, located in the Library building, for assistance.

  Temporary access for 14 days is available for those students awaiting financial aid. Be sure to follow the instructions for making a temporary account permanent on or before the enrollment deadline. Maintaining access to the MyStatLab website is the student’s responsibility. 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!
Optional Materials

  The textbook is available online in both PDF and HTML formats, so students have the option of reading and interacting with the text in an online format rather than purchasing and reading a hardcover textbook. However, a hardcover book is highly recommended because you are allowed to use the book as a reference while taking tests. If you decide to purchase a textbook, be sure to buy a new copy that includes the MyStatLab Student Access Kit.

- **Programs for the TI Calculator**
  - S2INT (and ZZINEWT)
  - INVCHI2
  - S2TEST
  - INV
  These highly recommended programs, described on Blackboard, will significantly reduce the time and effort required to complete homework and test problems. You will need TI Connect software (a free download) and a USB cable specifically designed to connect your TI calculator to your laptop. This cable can be purchased on amazon.com. To download these programs and obtain the TI Connect downloadable software, see the TI Programs folder in the NHTI Blackboard course.

**Recommended Sequence for Study**

To properly prepare for tests, the student should follow this recommended sequence for study:

1) Start with the Course Schedule on page 4 of this syllabus to determine what to study and when the test is due.

2) Read the textbook section for the topic you want to study. (The online textbook is available by expanding the Chapter Contents. The HTML eBook is an alternate form of the book that can be read online without the Adobe Reader.)

   NOTE: If you read the online textbook, you will have access to animated lessons, example videos, and You Try It problems to help you assess your learning as you go.

3) Watch the section video to learn how to solve sample problems. These videos are available through the online textbook or by searching the Multimedia Library.

4) View the PowerPoint lecture posted in the Lectures area on MyStatLab. These lectures were produced by your instructor. They summarize important concepts from each section and will often show calculator-based solutions not given in the textbook or in the publisher’s version of the slides.

5) Try the homework problems for the section you just studied. Here are some suggested things to try if you get stuck:
   - Check the Calculator Tips area to see if there is a handout that deals with the topic.
   - Scan the Selected Solutions area to see if a similar problem has been solved by your instructor. These solutions demonstrate how to use the calculator to save time and effort.
   - Click the Ask My Instructor button in the panel on the right of the homework window. An email message containing a copy of the problem you are working on and your question will be sent to your instructor who will then respond via email.
   - Look up the solution to a similar problem in the Student Solutions Manual, which is available as the first item under Chapter Contents.

**Attendance Policy and Missed Work**

Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. Participation is indicated by the student’s activity in the MyStatLab web site, which automatically tracks the time spent on each assignment and test. Attendance can also be demonstrated by engagement in an academically related activity, such as connecting to the Discussion Board in Blackboard to ask a course-related question.

A student who has only logged into the online class, and has not demonstrated any engagement toward course outcome-specific assignments, or course-content specific discussion participation, will be identified as Never Attended on the official attendance roster (at the end of the second week of the course). A student who has not completed any assignments for any consecutive one-week period without contacting the instructor is subject to termination from the course with a grade of AF. **All course work must be completed by Friday, December 21, 2015.**
Online Tutoring Service

Students have two sources for online tutoring services:

- The Pearson Tutor Center provides support for Addison-Wesley and Prentice Hall mathematics and statistics content and is staffed by college-level mathematics instructors who can help you with what you're learning. As a MyStatLab student, you can register for the Pearson Tutor Center after one free trial session using either of the following methods:
  - Visit the Tutor Center's registration page to sign up for tutoring. When asked for a registration number, simply provide your MyStatLab course ID or student access code.
  - Call 1-800-877-3016 (5:00 PM - 12:00 AM EST, Sun-Thurs)
  - NOTE: There is a fee for using the Pearson Tutor Center after the initial trial session.

- Smarthinking is an online tutoring service available to you 24 hours a day, 7 days a week. You can obtain help by chatting with a tutor or by e-mail. Access to Smarthinking is provided through the NHTI Blackboard website:
  1) Log into the NHTI Blackboard (not MyStatLab).
  2) Click Tools in the navigation panel.
  3) Click the link for Smarthinking on the Tools page.
  To obtain support and instructions for Smarthinking use, use this link: http://www.smarthinking.com/static/customerSupport/usersGuideFAQ/

Student E-mail

To communicate with individual students or with the class as a whole, the instructor will use the CCSNH Student E-mail system. Students are expected to maintain an active registration in MyStatLab using a valid CCSNH Student E-mail address. Students are expected to regularly check their CCSNH Student E-mail account for messages from the instructor.

Homework

All homework assignments for this course are to be completed online via MyStatLab. At the start of each test period, all related homework assignments are available to students. No limits are placed on the number of attempts or time to complete problems. The assignments are due on the same day as the corresponding chapter test. See the course schedule on page 4 for homework and test due dates. Students are able to continue working on past-due homework assignments, but late problems receive a penalty of 50%. After each test, unworked homework assignments (those marked Past Due) will receive a score of 0 to more accurately reflect academic standing. (Otherwise, unworked assignments are not included in the homework score calculation.)

Tests

Assessments include four tests and a comprehensive final exam. Chapter tests have a 3-hour time limit. The final exam has a 4-hour time limit.

The Course Schedule on page 4 shows the due dates for tests. Students are expected to take each test on or before the due date. To permit the student as much flexibility as possible, each test may be taken at the student’s convenience within its scheduled four-day period. To suspend activity on a test, click the x in the upper right corner of the browser window containing the test questions. The test should remain accessible after being suspended as long as the test has not been submitted. Any test not completed by the due date receives a score of 0.

A period of one week is allotted for study prior to the final exam. Students can use this time period to work on any incomplete homework assignments in an attempt to improve the homework score while simultaneously reviewing for the final exam.

Grading Policy

Grades will be computed according to the following weighting scheme, and maintained on MyStatLab throughout the semester. Students should periodically review their current grades and report any discrepancies to the instructor as soon as possible.

<table>
<thead>
<tr>
<th>Weighting Scheme</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Online homework</td>
<td>20%</td>
</tr>
<tr>
<td>Online tests</td>
<td>60%</td>
</tr>
<tr>
<td>Online final exam</td>
<td>20%</td>
</tr>
</tbody>
</table>

Mid-term and final grades are determined according to the following chart. An academic warning is sent to any student with a grade of C− or below at the midterm.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A−</td>
<td>90-92</td>
</tr>
<tr>
<td>A</td>
<td>87-89</td>
</tr>
<tr>
<td>B+</td>
<td>83-86</td>
</tr>
<tr>
<td>B</td>
<td>80-82</td>
</tr>
<tr>
<td>C</td>
<td>77-79</td>
</tr>
<tr>
<td>C−</td>
<td>73-76</td>
</tr>
<tr>
<td>D</td>
<td>70-72</td>
</tr>
<tr>
<td>D−</td>
<td>67-69</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
</tr>
</tbody>
</table>
### Academic Honesty

Honesty is expected of all students, as discussed in the *Academic Affairs Notices* (posted under Syllabus in the NHTI Blackboard course). Academic honesty is taken very seriously by the faculty and administration at NHTI. **Penalties for infractions can range from a 0 score to dismissal from the college.** For further clarification, see the *Student Handbook.*

### Services

See the *Academic Affairs Notices* (posted under Syllabus in the NHTI Blackboard course) for a description of services available to students through various college offices and departments. Students are expected to review these notices and contact the instructor or Math Department Head with any questions or concerns.

### MATH 251C-ES Course Schedule

Please print this page and keep it in a prominent place as a reminder of when assignments are due.

The first section in each chapter is called Review and Preview; although these sections have no homework assigned, the student is expected to read and comprehend the material presented in these sections.

Please read the sections regarding policy on **Homework** and **Tests** on the previous page. If you have any questions at all about completing homework assignments or tests in this course, please contact Professor LaVoice.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Sections</th>
<th>Available</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter 1:</strong> Statistical and Critical Thinking; Types of Data; Collecting Sample Data</td>
<td>1.2 – 1.4</td>
<td></td>
<td>Sep. 21</td>
</tr>
<tr>
<td><strong>Chapter 2:</strong> Frequency Distributions; Histograms; Graphs That Enlighten and Graphs That Deceive</td>
<td>2.2 – 2.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter 3:</strong> Measures of Center; Measures of Variation; Measures of Relative Standing and Boxplots</td>
<td>3.2 – 3.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Test 1:</strong> Chapters 1, 2, and 3</td>
<td></td>
<td></td>
<td>Sep. 18</td>
</tr>
<tr>
<td><strong>Chapter 4:</strong> Basic Concepts of Probability; Addition Rule; Multiplication Rule; Complements and Conditional Probability</td>
<td>4.2 – 4.5</td>
<td></td>
<td>Oct. 26</td>
</tr>
<tr>
<td><strong>Chapter 5:</strong> Probability Distributions; Binomial Probability Distributions; Parameters for Binomial Distributions; Poisson Distribution</td>
<td>5.2 – 5.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter 6:</strong> Standard Normal Distribution; Applications of Normal Distributions; Sample Distributions and Estimators; Central Limit Theorem; Assessing Normality</td>
<td>6.2 – 6.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Test 2:</strong> Chapters 4, 5, and 6</td>
<td></td>
<td></td>
<td>Oct. 23</td>
</tr>
<tr>
<td><strong>Chapter 7:</strong> Estimating a Population Proportion; Estimating a Population Mean; Estimating a Population Standard Deviation or Variance</td>
<td>7.2 – 7.4</td>
<td></td>
<td>Nov. 25</td>
</tr>
<tr>
<td><strong>Chapter 8:</strong> Basics of Hypothesis Testing; Testing a Claim About a Proportion; Testing a Claim About a Mean; Testing a Claim About a Standard Deviation or Variance</td>
<td>8.2 – 8.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Test 3:</strong> Chapters 7 and 8</td>
<td></td>
<td></td>
<td>Nov. 22</td>
</tr>
<tr>
<td><strong>Chapter 10:</strong> Correlation; Regression; Prediction Intervals and Variation; Multiple Regression</td>
<td>10.2 – 10.5</td>
<td></td>
<td>Dec. 13</td>
</tr>
<tr>
<td><strong>Test 4:</strong> Chapter 10</td>
<td></td>
<td></td>
<td>Dec 10</td>
</tr>
<tr>
<td><strong>FINAL EXAM</strong></td>
<td>ALL</td>
<td></td>
<td>Dec 14</td>
</tr>
</tbody>
</table>

**NOTE:** The final exam may be taken any time between December 14 and December 21. Extra time is allotted for semester review and study prior to taking the final exam. Students can also use this time period to work on any incomplete homework assignments in an attempt to improve the homework score while simultaneously reviewing for the final exam.
PERFORMANCE OBJECTIVES for MATH 251C Statistics

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

I. Introduction to Statistics
   1. Use statistical thinking.
   2. Understand and identify types of data.
   3. Use critical thinking to interpret statistical reports.
   4. Understand and identify various methods for collecting data.
   5. Analyze sample data and understand context, source, and sampling method.
   6. Describe the difference between statistical significance and practical significance.
   7. Determine the basic statistical calculations that are appropriate for a data set.
   8. Describe sound sampling methods and good design experiments.

II. Summarizing and Graphing Data
   1. Identify and create frequency distributions.
   2. Identify and create histograms.
   3. Identify and create other types of statistical graphs.
   4. Use critical thinking when evaluating scaled graphs.

III. Statistics for Describing, Exploring, and Comparing Data
   1. Identify and compute measures of center.
   2. Determine the effect of outliers on measures of center.
   3. Identify and compute measures of variation.
   4. Identify and compute measures of relative standing.
   5. Create and interpret boxplots.

IV. Probability
   1. Understand basic concepts of probability.
   2. Understand and use the addition rule to compute probability.
   3. Understand and use the multiplication rule to compute probability.
   4. Understand and use the complement to compute probability.
   5. Understand and use conditional probability.

V. Discrete Probability Distributions
   1. Identify a random variable.
   2. Generate and interpret a binomial probability distribution.
   3. Compute the mean, variance, and standard deviation for a binomial distribution.
   4. Generate, interpret, and find probability values for a Poisson probability distribution.

VI. Normal Probability Distributions
   1. Identify and interpret the standard normal distribution.
   2. Use a normal distribution to compute probability.
   3. Understand sampling distributions and estimators.
   4. Understand the Central Limit Theorem.
   5. Assess normality and construct a normal quantile plot.

VII. Estimates and Sample Sizes
   1. Estimate a population proportion.
   2. Estimate a population mean (standard deviation known).
   3. Estimate a population mean (standard deviation unknown).
   4. Understand student t distributions.
   5. Estimate a population variance (chi-square distribution).
VIII. **Hypothesis Testing**
1. Understand the basic concepts of hypothesis testing.
2. Test a claim about a proportion.
3. Test a claim about a mean (standard deviation known).
4. Test a claim about a mean (standard deviation unknown).
5. Test a claim about variation.

IX. **Correlation and Regression**
1. Understand and interpret correlation.
2. Understand and interpret regression.
3. Understand and compute prediction intervals.
4. Understand and interpret multiple regression.
A course must be dropped by notifying the Registrar's Office or the Academic Advising Center prior to the end of the fourteenth calendar day of the semester in order to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit a 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 the scheduled duration of a course 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. **Note:** Dates are prorated for courses offered in an alternative format; contact the Registrar 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 policy at: [https://www.nhti.edu/academics/requirements-policies/dropping-classeswithdrawing-nhti](https://www.nhti.edu/academics/requirements-policies/dropping-classeswithdrawing-nhti) Dates for the fall 2015 full semester are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop with a full refund for full semester courses*</td>
<td>September 14</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of &quot;W&quot; from full semester courses</td>
<td>November 6</td>
</tr>
</tbody>
</table>

**~ CLASSROOM ETIQUETTE ~**

Academic integrity is of primary importance in the classroom, whether the classroom be face-to-face or online. Both 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); iPods (or similar devices), etc.; use of derogatory or vulgar language. All students are expected to abide by the [Student Code of Conduct](https://www.nhti.edu/student-life/campus-safety/judicial-policies/student-code-conduct) as published in the NHTI Student Handbook ([https://www.nhti.edu/student-life/student-handbook](https://www.nhti.edu/student-life/student-handbook)), as well as the CCSNH Netiquette Guidelines ([http://www.ccsnh.edu/students/netiquette-at-ccsnh](http://www.ccsnh.edu/students/netiquette-at-ccsnh)), and are subject to sanctions as described therein for any violations.

**~ CIVIL RIGHTS and EQUITY ISSUES (discrimination and harassment) ~**

NHTI does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, genetic information, veteran status, sexual orientation, or marital status. The college is sensitive to the threat and/or embarrassment an individual may experience 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 his/her concerns. Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is prohibited, and shall 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 Title IX and Civil Rights/Equity Coordinator (Michael O’Bryant, North Hall Room N113, mobryant@ccsnh.edu 271-6484 ext. 4269) or other Institute representative.

**~ THE LEARNING CENTER ~**

The Learning Center, located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The LC offers tutoring in Accounting, A&P, Biological Sciences, Math, Chemistry, and Physics. We also offer peer tutoring in most subjects. The Writing Center & Study Solutions Lab offers writing, reading, study skills, and online writing tutoring assistance. The Learning Center also includes Disabilities Services and a computer lab. For more information call 230-4027 or visit [https://www.nhti.edu/student-resources/get-help-your-studies](https://www.nhti.edu/student-resources/get-help-your-studies).
~ DISABILITIES SERVICES ~

Students with documented disabilities are eligible to receive reasonable accommodations that address individual learning needs. To receive services, students must contact the Coordinator of Disabilities Services, whose office is in the Learning Center. For details, please refer to the Policies and Procedures Manual for Services Available for Students with Disabilities, which is available in print and on the NHTI Web site (www.nhti.edu). Students with documented disabilities should be aware that simply noting in writing or in discussions with faculty that one’s disability affects academic skills does NOT constitute formal disclosure of a disability. Once a student develops a Reasonable Accommodation Plan (RAP) with the Coordinator of Disabilities Services, that student is responsible for discussing the RAP with the instructor. Students should make requests for specific accommodations at least one week prior to when the accommodations are needed. Call Beverly Boggess at 230-4117 or e-mail her at bboggess@ccsnh.edu for more information.

~ CROSS-CULTURAL EDUCATION & ENGLISH for SPEAKERS of OTHER LANGUAGES (ESOL) ~

The Director of Cross-cultural Education and the ESOL Coordinator, located in Sweeney Hall, Room S301, work together to provide the tools, strategies, and materials necessary for second language/second culture students and their instructors to access and deliver academic content, respectively. Services also include testing accommodations, socio-cultural and academic advising and support in acculturating to college and community life. Prospective students may arrange to take our institutional language placement 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 courses required in their chosen program simultaneously. One-on-one and open group tutoring and testing accommodations can be arranged through the ESOL Coordinator. Programs that assist members of the international, immigrant, and host communities are also offered to better support cross-cultural communication and to promote and awareness and understanding of and appreciation for the growing diversity of our community. Call 230-4055 for more information.

~ PLAGIARISM/CHEATING POLICY ~

As stated in the 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: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of obtaining unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation). 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. It also includes 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 considered serious disciplinary matters and are subject to the same penalties and procedures as other NHTI disciplinary matters. Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may in turn lead to delay of graduation), suspension or dismissal from a program or from the college, or other sanctions as deemed appropriate.

~ CANCELLATION/DELAYED START OF CLASSES ~

When the President deems it prudent to cancel all classes at the college, students will receive a notice via their college email address using the NHTI Alerts Notification System. (To receive Alerts messages via other addresses/phone numbers, sign up at www.nhti.edu.) An announcement will also be made on WMUR-TV (Channel 9) and local radio stations and will be posted to the NHTI Web site. Students checking the Web page for cancellation announcements should be aware that the page must be repeatedly “refreshed” to obtain the latest information. Occasionally, the President will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if a two-hour delay is announced, and a student is scheduled for a
class that normally meets from 8:00-10:50 AM, the student should come to that class at 10:00 AM for the remaining 50 minutes of class; classes that are normally completed before 10:00 AM would be cancelled.

~ GRADE REPORTING ~

Faculty submit grades electronically to the Registrar’s Office within a few days following the end of each final exam period. FINAL GRADES ARE NOT MAILED to students. It is the student’s responsibility to review his/her final grades via the Student Information System as soon as grades are available. Students who receive an “I” (Incomplete) grade should coordinate with the instructor to complete the remaining coursework as soon as possible. Unresolved “I” grades will convert to an “F” (Failing) grade automatically at the end of the third week of the following semester. A grade of Incomplete will place a student's financial aid status on hold for the subsequent semester. Consult the NHTI catalog for the full “Incomplete Grade Policy.”

~ STUDENT ATHLETES ~

NHTI values its student athletes and wants them to be successful both on the field/court and off. Therefore, student athletes participating on any NHTI-sponsored team MUST provide each of their instructors with documentation from the NHTI Athletic Department confirming their participation on a team, as well as the schedule of practices and games, within 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 sorts of accommodations related to the team schedule. This documentation must be presented in advance of any special requests. Participation on an NHTI-sponsored team does not excuse any student from compliance with any/all 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 Community College System of New Hampshire (CCSNH) email accounts will be created automatically for all enrolled students at the time of course registration. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and will serve as the official account for ALL of your electronic communication with the college. This practice will ensure that 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 college-related communications. The electronic mail system is college property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of CCSNH or NHTI. The CCSNH electronic mail system is not to be used to create or forward any 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 the Community College System of New Hampshire, which equates a credit hour to (1) one hour* of “lecture” per week for 15-16 weeks**; (2) 2-3 hours of lab per week for 15-16 weeks**; (3) 3 hours of practicum per week for 15-16 weeks**; (4) 3-6 internship hours per week for 15-16 weeks**; or (5) 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.

Students must meet the requirements of all academic policies. Therefore, students are expected to acquaint themselves with these policies by visiting the college's Web site at: http://www.nhti.edu/academics/requirements-policies.