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| Course Number: 21112 Medical Terminology, HLTH 101C ES |
| Hours: Lecture - 3.0, Credits - 3.0 |
| Prerequisite(s): |
| Term: Spring 2021, January 19, 2021 to May 7, 2021 |
| Faculty: Susan Krenzien, MS |
| Faculty Accessibility: Appt available upon request either by phone or via Zoom |
| Email: skrenzien@ccsnh.edu |
| Phone: 603-230-4041 |

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Course Description

A course designed to promote an understanding of the proper use, spelling, pronunciation, and meaning of medical terms. This course emphasizes learner participation through group activities and reading assignments. Basic anatomy and physiology and common pathology of the body systems will also be discussed. Designed for people working in the health care environment.

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Learning Outcomes

Educated Person Statement of Philosophy

Upon completion of this course, students will be able to:

- Describe the construction of medical terms by conveying an understanding of prefixes, suffixes, root words, and their combining forms.
- Correctly define, identify, pronounce, and spell terminology related to the field of medicine.
- Demonstrate understanding and correct usage of medical terminology through identification of terms, phrases, and abbreviations utilized in medical reports.
- Use medical references and other resources to research medical terminology.

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Course Materials and Resources

Textbooks, Required:

Davi-Ellen Chabner The Language of Medicine, 12th Edition, WB Saunders Company, St. Louis, MO (ISBN numbers may vary)

Both the Course Text and a password for access to the modules on Canvas are required – It is important to tell the bookstore that your purchase needs to include the text and access code combination package.

Software, Required:

Access code required to obtain materials comes with the bundled textbook through the NHTI bookstore.

Materials, suggested as useful reference but not required:

Medical Dictionary of your choice:

- Dorland, Taber, and Stedman are all excellent dictionaries
- Websites with free searchable medical dictionaries are listed on Canvas

Drug Reference of your choice:

- The Quick Look Drug Book
- Merck Manual (Link to the free online searchable version of this publication on Canvas)
- Websites with free drug search information are also listed on Canvas

Resources, suggested but not required:

Quick Study Guide

- Medical Terminology & Abbreviations – Quick Study Easel – ISBN-13 978 142322304-7
- Medical Terminology – The Basics – ISBN-13: 978-157222538-1


Textbooks, materials, and software are available online at [eFollet](#) unless specified by your instructor.

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Canvas Orientation

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

Available Technical Support

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

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Instructional Approach

The course supports weekly lessons and is designed to utilize a variety of instructional methods, which include, but are not limited to:

- Online audio and visual lectures complimented by a student workbook
- Review exercises, including fill-in-the-blank questions, labeling activities, video exercises, game playing, and practice quizzes, and group activities
- Practical application with the incorporation of scenarios, medical cases, vignettes, and audio pronunciation exercises

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Assessment of Learning

Assignment/Assessment Descriptions

- Successful and timely completion of course assignments and activities – Evolve includes “gradable activities” with each case study – **These are NOT included in your grades. These are practice only.** Weekly timed exams (**these are graded**)
- Cumulative Final exam

Discussion Participation Expectation and Grading Rubric:

- Thoughtful participation, in each discussion is expected
- Initial response to the discussion must be original in thought and must be posted by **Tuesday, midnight. Any post copied and pasted from a site will receive a zero for the grade.**
- Students shall answer the discussion board question(s) in at least 3 complete sentences (unless otherwise directed in actual discussion board)
- Students must also read the posts of your classmates and comment on other posts, adding to new discussion if possible. The maximum number of points will depend on the number of posts replied to.
- **All medical terminology must be spelled correctly.** Points deducted for spelling according to rubric. All communication is to be professional. Students are not to use abbreviated words (unless it is a medical term) or text type letters to communicate on the discussion board. This includes faces and other non-professional symbols.

| CRITERIA | EXCELLENT 100 Points | GOOD 90 points | FAIR 80 points | NOT EVIDENT 0 points |
|------------------------------------|---|--|--|--|
| Initial Posting | Initial posting submitted by Tuesday at midnight | Initial posting submitted by Wednesday at midnight | Initial posting submitted after Wednesday | No initial posting |
| Contribution | One- or two-word More than two responses to classmates. | Responds to two classmates | Responds to one classmate | Does not respond to a classmate |
| Substance | Responses to discussion and classmates ask questions that drive the discussion deeper. Responses include scholarly resources (not including the textbook) and students own voice. | Response to discussion and classmates include scholarly resources (not including the textbook) and students own voice. | Response to discussion and classmates include students own voice and either includes no scholarly resources or only references the textbook to support the student's perspective | Response does not represent the students own perspective and/or does not reference any scholarly resources. |
| Spelling/Grammar and Format | No spelling or grammar errors. Responses demonstrate proper citation and formatting | One or two spelling or grammar errors. Uses proper terminology. Responses demonstrate proper citation and formatting. | Minor spelling or grammar errors. Uses proper terminology. Responses contain minor citation and formatting errors. | Spelling and grammar mistakes make it difficult to understand. And/or terminology is misused. And/or responses are either missing or contain major citation and formatting errors. |

Grading Criteria and Grade Calculation

| Category | % of Final Course Grade |
|-------------------------|-------------------------|
| 18 Chapter Exams | 60% |
| 14 Discussions | 15% |
| 1 Cumulative Final Exam | 25% |
| Total | 100% |

| Grading Schema | |
|----------------|--------|
| A | 94-100 |
| A- | 90-93 |
| B+ | 87-89 |
| B | 84-86 |
| B- | 80-83 |
| C+ | 77-79 |
| C | 74-76 |
| C- | 70-76 |
| D+ | 67-69 |
| D | 64-66 |
| D- | 60-63 |
| F | 59-0 |

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Course Schedule

| Weeks and Dates | Topics | Activities/Assignments | Assignment Due Dates |
|--|--|--|-----------------------------|
| Module 1 & 2 /Week 1 1/19 - 1/23 | Course Introduction Basic Word Structure Terms Pertaining to the Body as a Whole | Read Chapters 1 and 2 Discussion Board Item # 1 Exams 1 & 2 | Saturday 1/23 |
| Module 3 & 4 / Week 2 1/24 - 1/30 | Suffixes Prefixes | Read Chapters 3 and 4 Discussion Board Item # 2 Exams 3 & 4 | Saturday 2/1 |
| Module 5 & 6 / Week 3 1/31 - 2/6 | Digestive System – Terms and Abbreviations Additional Suffixes and Digestive System | Read Chapters 5 and 6 Discussion Board Item # 3 Graded Survey Exams 5 & 6 | Saturday 2/6 |
| Module 7 / Week 4 2/7 - 2/13 | Urinary System – Terms and Abbreviations | Read Chapter 7 Discussion Board Item # 4 Exam 7 | Saturday 2/13 |
| Module 8 /Week 5 2/14 - 2/20 | Female Reproductive System - Terms and Abbreviations | Read Chapter 8 Discussion Board Item # 5 Exam 8 | Saturday 2/20 |
| Module 9/Week 6 2/21 - 2/27 | Male Reproductive System - Terms and Abbreviations | Read Chapter 9 Discussion Board Item # 6 Exam 9 | Saturday 2/27 |
| Module 10/Week 7 2/28 - 3/6 | Nervous System - Terms and Abbreviations | Read Chapter 10 Discussion Board Item # 7 Exam 10 | Saturday 3/6 |
| Module 11/Week 8 3/7 - 3/13 | Cardiovascular System - Terms and Abbreviations | Read Chapter 11 Discussion Board Item # 8 Exam 11 | Saturday 3/13 |
| Module /Week 9 3/14 - 3/20 | SPRING BREAK | WEEK | Saturday 3/20 |
| Module 12/Week 10 3/21 - 3/27 | Respiratory System - Terms and Abbreviations | Read Chapter 12 Discussion Board Item # 9 Exam 12 | Saturday 3/27 |
| Module 13 & 14/Week 11 3/28 -4/3 | Blood System-Terms and Abbreviations Lymphatic & Immune Systems - Terms and Abbreviations | Read Chapters 13 & 14 Discussion Board Item # 10 Exams 13 & 14 | Saturday 4/3 |
| Module 15 /Week 12 4/4 - 4/10 | Musculoskeletal System - Terms and Abbreviations | Read Chapter 15 Discussion Board Item # 11 Exam 15 | Saturday 4/10 |

| Weeks and Dates | Topics | Activities/Assignments | Assignment Due Dates |
|---|--|--|-----------------------------|
| Module 16/Week 13 4/11 -4/17 | The Skin - Terms and Abbreviations | Read Chapter 16 Discussion Board Item # 12 Exam 16 | Saturday 4/17 |
| Module 17/Week 14 4/18 - 4/24 | The Sense Organs - Terms and Abbreviations | Read Chapter 17 Discussion Board Item # 13 Exam 17 | Saturday 4/24 |
| Module 18 /Week 15 4/25 - 5/1 | Endocrine System - Terms and Abbreviations | Read Chapter 18 Discussion Board Item # 14 Exam 18 | Saturday 5/1 |
| Module 19 /Week 16 5/2 - 5/7 | FINAL EXAM | Taken Online - Due no later than the end of Friday, May 7th | |

Note: This schedule is subject to reasonable modification by instructor in response to the needs of the class.

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Course Notices

Faculty Email Response Time

I will respond to email messages within 24 hours during the week and 48 hours on weekends and holidays. Please be aware that the CCSNH system has filters on incoming emails. Those from personal email addresses are likely to be blocked and/or not received. It is best to email me using your CCSNH student email to ensure timely delivery.

Posting of Grades

Grades will be posted by Tuesday of the week following the end of a module.

Attendance Policy

Credit for this course is based on the minimum number of planned contact hours it should take for students to satisfactorily complete each week's online lesson. Online attendance will be tracked by evidence of the completion of weekly exams corresponding to weekly lessons and due dates. **Failure to confer with the course instructor in advance regarding online course absences or online lapses in deadlines will translate into no credit for any missed work.** For other information on the college's attendance policy, please refer to that section outlined in the Student Handbook.

Late Assignment Policy

Students are expected to complete all course work within the timeframes noted in this syllabus and as also posted on CANVAS under each week listed. Because this is an online course, it is important to follow the timeframes outlined in the schedule.

Communication is the key!! Unless otherwise arranged, no late work will be accepted. Late work will receive a grade of zero (**exception: see discussion board grading**).

Students can submit late work **only** when arranged with the instructor **before or on** the day that the item is due.

Make-up assignments or exams should be completed within one week of the original due date unless alternate arrangements have been made. Make-ups will not be permitted beyond the time of the final exam.

Computer Crashes and Printer Mishaps:

Technology is great when it works. Sometimes it doesn't. Plan your time well so that you are not faced with such a problem the night before something is due. Assignments may be submitted early or ahead of schedule. **This is not a valid reason for missing an assignment deadline for an online class**

This policy is not intended to be unforgiving, but an assurance that new concepts and skills build on previously learned concepts and skills and ensures fairness to all students.

Keys to Success

Students often ask what the best way to excel in an online course might be. Here are some tips that seem to be universally useful to all students.

- **SELF-MOTIVATION:** An online class involves a tremendous amount of work, sometimes in a short period of time. You must be self-motivated and ready to go from the very beginning **to** keep on top of the class and complete all the required assignments.
- **TIME-MANAGEMENT:** Online courses require excellent time management skills. Students are responsible for reading all materials provided by the instructor and understanding the expectations, instructions, and due dates to complete the assigned work.
- **ORGANIZATION AND DEDICATION:** You must be ready to integrate a large amount of information and keep that information organized. Managing and applying such a large amount of information will require persistent and consistent dedication to the class.
- **ATTITUDE:** Students with a better attitude do better in online classes than those who **do not**. Remember that **you are** establishing a knowledge base, skills, and abilities that will serve you for the rest of your personal life and professional career. Bring a great attitude and **you will** succeed!

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Student Engagement Activities Extra Credit

There is more to college than just going to class, completing assignments, and getting good grades. A well-rounded student is someone who not only participates in the classroom, but outside of it as well.

NHTI will be offering many wonderful virtual events during the semester and you will have the opportunity to attend as many as you like. **You will even be able to earn extra credit for doing so.**

The office of Student Life will send out email notifications promoting upcoming events with zoom links if needed. Keep an eye out for them.

Requirements:

- ALL weekly graded assignments **must be completed and on time** to earn extra credit points.
- You may attend as many events as you like; however, you will only be able to submit **up to 5** entries for extra credit
- You will receive 2 point for every event submission (**up to 10pts**). **Points will be added to your last discussion board grade.**
- For specific submission requirements, see the "Enrichment Extra Credit" module in CANVAS.

Student Engagement Team Schedule of Events Spring 2021

JANUARY

| | | |
|------------------|--------|--------------------------------|
| 4 th | | Safe Zone Training Kick-Off |
| 12 th | 8:30am | Orientation |
| 19 th | TBD | Welcome Back Week Event |
| 20 th | TBD | Welcome Back Week Event |
| 21 st | TBD | Welcome Back Week Event |
| 25 th | | MLK Day Virtual Volunteer Fair |
| 27 th | | MLK Letter Writing Event |

FEBRUARY

| | | |
|------------------|------------|--|
| 2 nd | 7pm-8:30pm | Virtual Open Mic Night-The EYE |
| 4 th | 2pm | James Robilota-Leadership Speaker |
| 9 th | 1pm | "It's Ok to Be Different" presentation- Nick Scott |
| 23 rd | | "Aint I a Woman" Black History Month Event |

MARCH

| | | |
|------------------|------------|---|
| 2 nd | 7pm-8:30pm | Virtual Open Mic Night-The EYE |
| 8 th | | Women in History Month Movie Viewing |
| 8 th | | International Women's Day #ChooseToChallenge Campaign |
| 12 th | 10am | Let's Talk About It... Women in History |
| 24 th | 6:30pm | Gender Equality Trivia Game Night |
| 31 st | 6:30pm | Transgender Day of Visibility Panel Discussion |

APRIL

| | | |
|------------------|------------|---|
| 5 th | | Enough Is Enough Week, Random Acts of Kindness Cards |
| 6 th | | Enough is Enough Day |
| 6 th | 7pm-8:30pm | Virtual Open Mic Night-The EYE |
| 7 th | | Get Active not Physical Walk for Yearly Love and World Health Day |
| 8 th | | Holocaust Remembrance Day Speaker |
| 9 th | 10am | Let's Talk About...Violence and how we are taking a stand |
| 13 th | | USafeUS Day Programming |

MAY

| | | |
|------------------|--|----------------------|
| Finals Week | | Stress Relivers Week |
| 21 st | | Commencement |

Academic Affairs Notices

NHTI ACADEMIC AFFAIRS NOTICES

For inclusion with all course syllabi

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: <https://www.nhti.edu/current-students/requirements-policies/>.

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 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/current-students/requirements-policies/dropping-classes-withdrawing-from-nhti/> Dates for the spring 2021 full semester are as follows:

Last day to drop with a full refund for full semester courses

Last day to withdraw with a grade of "W" from full semester courses

Spring 2021

2/3/2021

3/29/2021

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](#) as published in the [Student Handbook](#), as well as the <https://www.ccsnh.edu/admissions/student-resources/>, and are subject to sanctions as described therein for any violations.

CLASSROOM SAFETY AND EMERGENCY PROTOCOLS

NHTI values the safety of its community members and guests. To report suspicious activity or if you are in need of assistance contact the NHTI Campus Safety Department: Monday through Friday from 8am to 4pm at (603) 230-4042, after hours and on weekends on the Emergency Line at (603) 224-3287. You also may report non-emergency information using the following link <https://www.nhti.edu/services/campus-resources/campus-safety/report-an-incident/> If it is an emergency that requires police, fire or medical response contact 911 first, 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 going to <https://www.getrave.com/login/nhti> and logging on.

NHTI Campus Safety Department provides its Annual Security Report and information on Campus Policies, Emergency Response and Crime Prevention on its page on the NHTI Website at <https://www.nhti.edu/student-life/campus-safety>

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 throughout campus. Please familiarize yourself with these items and if you have any questions or concerns please don't hesitate to contact the NHTI Campus Safety Department at nhticampussafety@ccsnh.edu.

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 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 (<https://www.nhti.edu/academic-department-heads-listing/>). 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 Affairs.

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, and veteran status, as defined under applicable law, the student should also report the conduct to the college's Title IX and Equity Coordinator, and follow the process set for in Student Affairs Policy 730.06 <https://www.nhti.edu/services/campus-resources/campus-safety/title-ix-resources/> and where the concern involves a grade appeal the student must follow the process and timeline outlined in Academic Affairs Policy, <https://www.nhti.edu/current-students/requirements-policies/>.

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 in the administration of its employment programs and practices 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 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 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 NHTI Title IX and Equity Coordinator (Laura Pantano, Student Center 229 lpantano@ccsnh.edu 603.271.6484 extension 4128) or the NHTI Human Resources Officer (Susan Makee, Little Hall, President's Office Suite, smakee@ccsnh.edu 603.271.6486 extension 4122).

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 your written work, and in meetings with your 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 statute and in compliance with established policies and procedures at NHTI Concord's Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact the NHTI Title IX and Equity Coordinator, Laura Pantano, Student Center 229 lpantano@ccsnh.edu 603.271.6484 extension 4128. You may also contact: Crisis Center of Central New Hampshire at Telephone: 866.841.6229 (crisis line). You are not alone.

Additional information including resources can be found at:

New Hampshire Coalition Against Domestic and Sexual Violence: <https://www.nhcadsv.org/>

uSafe (Add NHTI specific uSafe link): <https://usafeus.org/>

THE ACADEMIC CENTER FOR EXCELLENCE

The Academic Center for Excellence (ACE), located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The ACE offers peer and professional tutoring in Accounting, A&P, Biological Sciences, Math, Chemistry, Physics and most other subjects. The Writing Center & Study Solutions Lab offers writing, reading and study skills. The Academic Center for Excellence also includes Accessibility Services and a computer lab. For more information call 230-4027 or visit <https://www.nhti.edu/services/academic-assistance/>.

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 the Office of Accessibility Services has approved services, the student must show the Letter of Accommodation to their instructor. Accommodations are not provided retroactively. The Office of Accessibility Services is located in the Academic Center for Excellence 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 please go to: <https://www.ccsnh.edu/about-ccsnh/policies/> and select the System Policies for Academic Affairs (section 600) (starting on page 34).

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

The cross-cultural education department is located in the Library, 135. The department works 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 advising, and support in acculturating to 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 courses required in their chosen program simultaneously. One-on-one and open group tutoring can be arranged. Programs that assist members of the international, immigrant, and host communities are also offered to better support cross-cultural communication and to promote awareness and understanding of and appreciation for the growing diversity of our community. Call 230-4055 for more information or stop by. We are happy to help!

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 providing 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 <https://www.getrave.com/login/nhti>.) 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 their final grades via the Student Information System. 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.