

Great Bay Community College

CATALOG ADDENDUM 2018-2019

Updated as of 12/6/18

MARCH 2018

- Omissions
 - **Leadership & Management Certificate 21 credits**
 - BUS110G Introduction to Business 3-0-3
 - PHIL240G Ethics 3-0-3
 - BUS114G Management 3-0-3
 - Either BUS210G Organizational Communication 3-0-3 or BUS200G Teambuilding 3-0-3
 - Either BUS224G Human Resource Management 3-0-3 or BUS116G Organizational Behavior 3-0-3
 - BUS208G Leadership Theory & Practice 3-0-3
 - BUS209G Principles of Global Business 3-0-3
 - **Sales & Digital Marketing Certificate 21 credits**
 - BUS110G Introduction to Business 3-0-3
 - MKTG101G Introduction to Marketing 3-0-3
 - MKTG224G Sales & Sales Management 3-0-3
 - MKTG201G Business Relationship Management 3-0-3
 - Either BUS210G Organizational Communication 3-0-3 or BUS200G Teambuilding 3-0-3
 - Either BUS205G Small Business Management 3-0-3 or BUS282G Capstone Research 3-0-3
 - BUS209G Principles of Global Business 3-0-3
- New course
 - **SOCI255G Societal Approaches to Health Care Systems 3-0-3** Today's health care providers must not only be competent in the skills required by their role in health care delivery role; they must also understand and function adaptively in the complex system(s) within which they work. A large proportion of health-related decisions are made not by the patient and/or care provider, but by legislators, insurers, institutions, and others who lack the information available from those delivering direct and indirect health care. Care providers need a background in public policy and the U.S. health care system in order to understand how it has evolved, how it affects health care delivery, and how to influence its future course. Prerequisite: College level reading and writing.

APRIL 2018

- Omissions, catalog information for **Leadership & Management Certificate** and **Sales & Digital Marketing Certificate**

LEADERSHIP & MANAGEMENT CERTIFICATE

The study of management focuses on how organizations develop and use strategies to compete in national and global arenas within the increasingly complex and changing socio-cultural, political/legal, economic, and technological environment. Students in the program are encouraged to relate theoretical learning to practice and establish bridges between the classroom and the work environments.

The Management program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), which supports transfers to many four year institutions. The Certificate program can be completed on a full or part-time basis and courses are offered during the day, evening, and online.

Program Outcomes

Students will be able to:

- Know the fundamentals of management theory and practices.
- Demonstrate written and oral proficiency in business communications.
- Understand the foundations and importance of business ethics and social responsibility.
- Be prepared to transfer to a four-year college or university with a solid management and overall business studies foundation.
- Be prepared to enter the workforce with entry-level management skills.
- Possess a solid management foundation for transfer.
- Understand the necessity for a commitment to lifelong learning to ensure employability.
- Demonstrate competency in fundamental areas of business: accounting, marketing, human resources, finance, computers, economics, and business law.
- Possess an understanding of cross-cultural and global issues and sensitivity to diversity and other cultures.
- Demonstrate information literacy through research skills and the use of technology.
- Demonstrate proficiency in critical thinking, analysis, reasoning, questioning and quantitative skills.

Technical Standards

Students must be able to demonstrate the ability to communicate effectively using written and oral techniques, including the use of technology; conduct themselves in a professional manner; possess critical thinking and analytical skills; be comfortable using computers and computer application software; and be able to work independently and in groups.

LEADERSHIP & MANAGEMENT CERTIFICATE		TH	LAB	CR
BUS110G	Introduction to Business	3	0	3
BUS210G (BUS200G)	Organizational Communication or (Teambuilding)	3 (3)	0 (0)	3 (3)
BUS224G (BUS116G)	Human Resource Management or (Organizational Behavior)	3 (3)	0 (0)	3 (3)
BUS208G	Leadership Theory and Practice	3	0	3
BUS114G	Management	3	0	3
PHIL240G	Ethics	3	0	3
BUS209G	Principles of Global Business	3	0	3
Certificate Total:		21	0	21

Gainful Employment disclosure information is available at:

<http://greatbay.edu/sites/default/files/GE/lead-manage/52.0201-Gedt.html>

SALES & DIGITAL MARKETING CERTIFICATE

In an era of global, digitized, interactive business environments, Marketing offers one of the best career opportunities for today's business students. Marketing is a broad field which includes activities related to selecting, designing, packaging, pricing, advertising/promoting, selling, distributing, and servicing a product in the domestic and/or international marketplace. It is the driving force in most businesses.

Marketing is critically examined from the perspective of the consumer/client, economy, technology, legal/political issues, and ethical/social responsibility. Marketing classes integrate theory and practical applications while applying related business knowledge of information technology, accounting, economics and management principles.

Marketing personnel are employed in retail, industrial and commercial firms, schools and hospitals, both locally and internationally. Marketing offers something for every business student—a desk job as a market research analyst, or travel and excitement with the public as a salesperson, retailer, or public relations person.

The Certificate program can be completed on a full or part-time basis and courses are offered during the day, evening, and online.

Program Outcomes

Graduates with a degree in Marketing will:

- Identify the marketing mix variables -- product, price, place, and promotion -- and write a marketing plan.
- Create and develop an integrated marketing communication (advertising) plan, including marketing objectives, strategies, and tactics.
- Analyze consumer decision making as it relates to consumer buying behavior and marketing decisions.
- Analyze the decision-making process in marketing products internationally and understand the role marketing plays in a global economy.
- Demonstrate knowledge of various advertising media, such as social media and all forms of digital media.
- Apply the strategic selling model to personal selling activities.
- Engage in a personal selling situation with emphasis on the customer relationship and deliver a personal sales presentation using a sales portfolio and other sales tools.
- Possess an understanding of cross-cultural and global issues and sensitivity to diversity and other cultures.
- Demonstrate information literacy through research skills and the use of technology.
- Demonstrate proficiency in critical thinking, analysis, reasoning, questioning and quantitative skills.

Technical Standards

Students must be able to demonstrate the ability to communicate effectively using written and oral techniques, including the use of technology; conduct themselves in a professional manner; possess critical thinking and analytical skills; be comfortable using computers and computer application software; work independently and in groups.

SALES & DIGITAL MARKETING CERTIFICATE		TH	LAB	CR
BUS110G	Introduction to Business	3	0	3
MKTG101G	Introduction to Marketing	3	0	3
MKTG224G	Sales & Sales Marketing	3	0	3
MKTG201G	Business Relationship Management	3	0	3
BUS209G	Principles of Global Business	3	0	3
BUS210G (BUS200G)	Organizational Communication or (Teambuilding)	3 (3)	0 (0)	3 (3)
BUS205G (BUS282G)	Small Business Management or (Capstone Research)	3 (3)	0 (0)	3 (3)
Certificate Total:		21	0	21

Gainful Employment disclosure information is available at: <http://greatbay.edu/sites/default/files/GE/sales-market/52.1401-Gedt.html>

- Corrections
 - **MATH080G Skills for College Math is three credits, 3-0-3** (not four credits, 4-0-4)
 - **American Studies A.A. Degree**
 - The two Liberal Arts electives are Social Science electives instead.
 - ANTH101G Introduction to Anthropology is required, not 'or Social Science elective.'
 - POLS110G American Government is required, not 'or Social Science elective.'
 - **Bioengineering A.S. Degree** includes ENGLXXXG English Elective 3-0-3 in the first Spring semester.

DEGREE PROGRAM FIRST YEAR

Fall Semester

		TH	LAB	CR
FYE114G	First Year Seminar: Engineering	1	0	1
CHEM115G	General Chemistry I	3	3	4
MATH210G	Pre-Calculus*	4	0	4
ENGL110G	College Composition I	4	0	4

Semester Total: 12 3 13

Spring Semester

		TH	LAB	CR
ENGLXXXG	English Elective	3	0	3
CHEM116G	General Chemistry II	3	3	4
BIOL108G	General Biology I	3	3	4
MATH230G	Calculus I	4	0	4
SOCI120G	Society and Technological Change	3	0	3

Semester Total: 16 6 18

First Year Total: 28 9 31

*Students who place directly into MATH230G may replace MATH210G with another Liberal Arts elective for transfer as a Discovery elective.

**If MATH150G/152G is needed, students will need to take the course in the summer *prior to year one* in order to be on track.

DEGREE PROGRAM SECOND YEAR

Fall Semester

		TH	LAB	CR
CHE 501 (UNH)	Introduction to Chemical Engineering I	3	0	3
CHEM200G	Organic Chemistry	3	3	4
MATH250G	Calculus II	4	0	4
PHYS290G	University Physics I	3	3	4
	Humanities/Fine Arts Elective^	3	0	3

Semester Total: 16 6 18

Spring Semester

		TH	LAB	CR
CHE 502 (UNH)	Introduction to Chemical Engineering II	3	0	3
BIOL210G	Microbiology or	3	3	4
(BIOL220G)	(Principles of Genetics) or	(3)	(3)	(4)
(BTEC220G)	(Biomanufacturing)	(2)	(6)	(4)
MATH235G	Statistics for Engineers and Scientists	4	0	4
MATH265G	Introduction to Differential Equations	4	0	4

Semester Total: 13-14 3-6 15

Second Year Total: 29-30 9-12 33

Degree Total: 57-58 18-21 64

^Theory, lab, and credit hours may vary depending on the course chosen.

- o **Information Systems Technology A.S. Degree** includes ENGL214G Introduction to Creative Nonfiction 3-0-3 or ENGL215G Writing Technical Documents 3-0-3 in the first Spring Semester.

DEGREE PROGRAM FIRST YEAR				
Fall Semester		TH	LAB	CR
ENGL110G	College Composition I	4	0	4
MATH150G	College Algebra	4	0	4
IST122G	Introduction to Networks	2	2	3
IST123G	Routing and Switching Essentials	2	2	3
Semester Total:		12	4	14
Spring Semester		TH	LAB	CR
ENGL214G (ENGL215G)	Introduction to Creative Nonfiction or (Writing Technical Documents)	3 (3)	0 (0)	3 (3)
Math170G	Discrete Mathematics	4	0	4
	Lab Science Elective*	3	3	4
IST222G	Scaling Networks	2	2	3
IST223G	Connecting Networks	2	2	3

		Semester Total:	14	7	17
Summer Semester		TH	LAB	CR	
	IST Elective*	2	2	3	
	IST Elective*	2	2	3	
	Foreign Language/Humanities/Fine Arts Elective*	3	0	3	
		Semester Total:	7	4	9
		First Year Total:	33	15	40
DEGREE PROGRAM SECOND YEAR					
Fall Semester		TH	LAB	CR	
	IST/CIS Elective*	2	2	3	
	IST/CIS Elective*	2	2	3	
	IST/CIS Elective*	2	2	3	
	Social Science Elective*	3	0	3	
		Semester Total:	9	6	12
Spring Semester		TH	LAB	CR	
	IST/CIS Elective*	2	2	3	
	IST/CIS Elective*	2	2	3	
	IST/CIS Elective*	2	2	3	
	IST/CIS Elective*	2	2	3	
		Semester Total:	8	8	12
		Second Year Total:	17	14	24
		Degree Total:	50	29	64

*Theory, Lab, and Credit hours may vary depending on the course chosen.

**Approved substitutions for MATH150G are MATH152G, MATH210G, MATH230G, MATH250G

At least 18 credits must be at the 200 level. Up to 15 CIS or DGMT credits may be applied at either the 100 or 200 level in fulfillment of IST degree requirements.

INFORMATION SYSTEM TECHNOLOGY ELECTIVES

IST112G	Applied Logic	2	2	3
IST113G	IT Essentials PC Hardware & Software	2	2	3
IST142G	Virtualization Essentials	2	2	3
IST150G	Network Operating Systems Fundamentals	2	2	3
IST151G	Windows Network Operating System	2	2	3
IST161G	Intro to Information Assurance	2	2	3
IST163	Legal Issues in Information Security	3	0	3
IST200G	Communications Electro-optics	2	2	3
IST212	Mobile Systems Architecture	2	2	3
IST221G	Advanced Switching	2	2	3
IST228G	Network Implementation	2	2	3
IST242G	Advanced Virtualization	2	2	3
IST245G	Information Storage and Management	2	2	3
IST251G	Windows NOS Services	2	2	3
IST253G	Windows Server 2008 Active Directory	2	2	3

IST262G	Advanced Network Security	2	2	3
IST264G	Configuration of Security Appliance	2	2	3
IST266G	Security+	2	2	3
IST275G	Network Protocols & Services	2	2	3
IST281G	Internship	1	8	3

- **Teacher Preparation A.A. Degree** includes Lab Science Elective 3-3-4 in the second Spring Semester.

DEGREE PROGRAM FIRST YEAR				
Fall Semester		TH	LAB	CR
TCHP101G	Introduction to Exceptionalities	3	0	3
TCHP104G	Foundations of Education	3	0	3
ENGL110G	College Composition I	4	0	4
	Math Elective 145G/147G, 150G/152G (or higher)	4/5	0	4/5
Semester Total:		14-15	0	14-15

Spring Semester		TH	LAB	CR
	Math Elective	4	0	4
	Educational Transfer Focus Elective*	3	0	3
	Social Science Elective	3	0	3
	English Literature Course	3	0	3
	Foreign Language/Humanities/Fine Arts Elective**	3	0	3
Semester Total:		16	0	16
First Year Total:		30-31	0	30-31

DEGREE PROGRAM SECOND YEAR				
Fall Semester		TH	LAB	CR
	Educational Transfer Focus Elective*	3	0	3
	Educational Transfer Focus Elective*	3	0	3

	Lab Science Elective	3	3	4
PSYC110G	Introduction to Psychology	3	0	3
	Foreign Language/Humanities/Fine Arts Elective**	3	0	3
	Semester Total:	15	3	16

Spring Semester		TH	LAB	CR
	Social Science Elective	3	0	3
	Educational Transfer Focus Elective*	3	0	3
	Educational Transfer Focus Elective*	3	0	3
	Lab Science Elective	3	3	4
	Foreign Language/Humanities/Fine Arts Elective**	3	0	3
	Semester Total:	15	3	16
	Second Year Total:	30	6	32
	Degree Total:	60-61	6	62-63

* Educational Transfer Focus Electives: Any course offered at The College with the exception of courses on the following list. These courses cannot be used for an Educational Transfer Focus elective: any course with an academic level less than 100, any cooperative course (Co-op), any internship, any practicum, any clinical or clinical affiliation, any externship, any self-assessment course, any senior project course, any internship seminar, any capstone course, any professional seminar, BTEC101G.

**Theory, lab, and credit hours may vary depending on the elective course chosen.

- Change to existing course
 - **ACM255G CNC Milling and Set-Up Operator 4-4-6** This hands-on course prepares students for jobs where they will successfully operate a milling machine with a FANUC and Siemens controller, under the direction of the CNC supervisor. Focus is on developing the skills needed to use computer numerical control (CNC) to run a milling machine efficiently and within required quality standards. Students will be introduced to Solidworks and Mastercam, will learn the basics of writing CNC code, and will set up and run CNC milling machines. They will maintain cutting tools dedicated to manufacturing and perform machine maintenance. Prerequisites: ACM210G with a C or better; or MFG112G with a C or better; either may be taken concurrently. ACM120G with a C or better.

JUNE 2018

- Corrections
 - Summer 2019 Part of Term '13' 2nd Half (6-wks) is 7/8-8/16
 - Last day of 2018-2019 Academic Year is Friday, August 16
- Changes
 - **IN-STATE STUDENTS (New Hampshire Residents)**
*215.00 per credit
 - **NEW ENGLAND REGIONAL STUDENTS (CT, MA, ME, RI, VT)**
Students must be matriculated in a program, and must indicate eligibility on the application for admission to the College.
*323.00 per credit
 - **OUT OF STATE STUDENTS**
*490.00 per credit
 - **CLINICAL SURCHARGE:** All students taking clinical courses will be charged a clinical surcharge of \$500 per semester. This surcharge is designed to assist in covering the expenses associated with clinical classes. This fee is in addition to the academic instruction fee.
 - **COMPREHENSIVE FEE:** \$25 per credit - This fee is charged for every credit in each credit-bearing course regardless of the number of credits taken.

○ **COLLEGE COSTS/EXPENSES 2018-2019**

Day Tuition Rates	
New Hampshire Resident	\$215.00 per credit
New England Regional Student Program (NERSP)	\$323.00 per credit
Out-of-State or International Students	\$490.00 per credit
Evening/Weekend/100% Online Tuition Rate	
Evening Courses (classes beginning 5pm or later)	\$215.00 per credit
Weekend Courses	\$215.00 per credit
100% Online Courses (does not include Hybrid courses)	\$215.00 per credit

Fees (required)	
Placement Testing (Accuplacer)	\$20.00
Orientation Fee	No Charge

Clinical Surcharge (per semester)	\$500.00
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Student Comprehensive Fee (per credit)	\$25.00
Graduation Fee – Degree	No Charge
Graduation Fee - Certificate	No Charge

Helicopter Program Aviation Flight Fees - All students in the Aviation Program are charged at the New Hampshire In-State tuition rate. Tuition and Fees below are for students using both the R22 and R44 helicopters. The VA only pays for the minimum flight hours.	Effective Fall 2018 Final Four Courses
AVTN252G Certified Flight Instructor Ground	\$1,227.00
AVTN253G Certified Flight Instructor Flight	\$11,744.00
AVTN254G Certified Flight Instructor Instrument Ground	\$1,227.00
AVTN255G Certified Flight Instructor Instrument Flight	\$7,068.00
Helicopter - Other out-of-pocket expenses: FAA Certification Exam Fees	\$3,990.00

- **Intent to Graduate** Matriculated candidates for graduation from all programs need to complete an Intent to Graduate form and submit the form to the College Services One Stop. There is no charge for Graduation. Students participating in the Commencement ceremony must have met all program requirements. Exceptions may be made at the discretion of the college for students whose program is scheduled to be completed in the summer semester directly following the Commencement ceremony. Exceptions may also be made for students who have eight (8) or fewer credits in not more than two courses remaining for program completion.
- **Payment of Tuition Deposit and Orientation Fee**
Applicants accepted as students in Nursing, Surgical Technology, Welding and Veterinary Technology only must pay a non-refundable tuition deposit of \$100 within thirty days of notification of acceptance or prior to term start. The deposit reserves a place for the student and is applied toward the first semester's tuition. There is no longer a charge for Orientation.
- **Payment of Tuition and Fees**
Billing for tuition and fees is coordinated through the College's Business Office. Reminders are mailed approximately 30 days prior to the beginning of each semester. In addition, electronic billing reminders are periodically emailed to the student's Great Bay Community College email account. Payment or arrangement for payment must be made ten (10) business days before the semester starts to be officially considered registered. For late registration, payment in full must be made upon registration. Discover, Diners Club, JCB, Visa, MasterCard, check, or cash are accepted as payment. Students awaiting scholarships or financial aid awards to cover tuition may request a deferred payment through the Business Office subject to the approval of the President. Payment plans are available at the College Services One Stop

through Nelnet/Enterprise Tuition Management. If payment or arrangement for payment is not made by the established payment deadline, students are not considered officially registered and will be administratively withdrawn. Students who register after the established payment deadline must make payment or adequate payment arrangements at the time of registration and will remain responsible for tuition and fees. A late payment fee of \$50 may be charged.

- **MEDICAL ASSISTANT TRAINING PROGRAM**

This program prepares students to assist physicians by performing functions related to the administrative and clinical responsibilities of a medical office. This is a full time, 480 hour, 12 week boot camp delivered in collaboration with local medical practices.

NCHC140G	Medical Assistant Cert. Trng.	Non-Credit
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JULY 2018

- Correction
 - **VETERINARY TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE PROGRAM FIRST YEAR Spring Semester**
PSYC110G *Introduction to Psychology* 3 0 3
- Change
 - **Printing & Copying**
Great Bay Community College uses a print management solution called PaperCut for network printing from college computers. Every student is given a \$25 initial credit for printing and/or copying (scanning to a USB Thumb Drive is free). It is every student's responsibility to monitor their own print account and ration their quota appropriately. If a student runs out of their initial \$25 credit they can purchase more credits by visiting the One Stop. All credits expire at the end of every semester and another \$25 credit will be reloaded for the new semester. No refunds will be issued for any unused credits (including purchased credits) per semester. *Note: There are three semesters in an academic year, Fall, Spring, and Summer. Quotas will start the first day of each semester.*

OCTOBER 2018

- Correction
 - **BIOLOGICAL SCIENCE ASSOCIATE IN SCIENCE DEGREE PROGRAM Footnote #4**
⁴BIOLXXXG: Depending on program and pathway, students should choose **two** of the following courses: BIOL210G (Microbiology), BIOL220G (Principles of Genetics), BIOL230G (Ecology), BIOL110G (A&P I), BIOL120G (A&PII).
- Changes to existing programs effective Spring 2019
 - **Computer Numeric Control (CNC) Certificate 21 credits** *{Replace FYE101 First Year Seminar 1-0-1 with ACM230G Manufacturing Ethics 1-0-1. Remains 21 credits.}*
 - ACM120 Technical Blueprint Reading 1-2-2
 - MANF135G Technical Math for Manufacturing* 3-0-3
 - *ACM230G Manufacturing Ethics* 1-0-1
 - MANF112G Topics in Manufacturing** 2-2-3
 - ACM254G Quality Inspection and CMM 2-2-3
 - ACM255G Composites CNC Milling and Set-Up Operator 4-4-6
 - MAMF225G Solid Modeling (CAD/CAM) 2-2-3

*ACM110G and ACM115G may be accepted to fulfill this requirement
**ACM210G may be accepted to fulfill this requirement
 - **Nondestructive Testing 26-28 credits** *{Offer four new courses to select from for 10 credits of NDT Methods. Remains 26-28 credits.}*
 - ACM120 Technical Blueprint Reading 1-2-2

▪ MATH145G/147G Quantitative Reasoning/Plus	4/5-0-4/5
▪ NDT100G Introduction to Nondestructive Testing	2-2-3
▪ CIS110G Introduction to Computers	2-2-3
or CIS107G Essentials of Computer Literacy	or 2-4-4
▪ ACM230G Manufacturing Ethics	1-0-1
▪ ACM254G Quality Inspection and CMM	2-2-3
▪ NDT Methods – Select 10 credits:	
• NDT205G Visual Testing <i>{new course}</i>	3-0-3
• NDT210G Liquid Penetrant Testing	1-2-2
• NDT211G Magnetic Particle Testing <i>{new course}</i>	2-0-2
• NDT212G Ultrasonic Inspection	3-2-4
• NDT214G Radiographic Testing	3-2-4
• NDT215G Digital Radiographic Testing <i>{new course}</i>	3-0-3
• NDT220G Eddy Current Testing <i>{new course}</i>	3-2-4

• New courses effective Spring 2019

- **MATH085G Skills for College Math Plus 4-0-4** This course is for students who need a refresher in basic math concepts and skills as well as those who have never taken an algebra course. Topics covered are operations of whole numbers, operations with signed numbers; algebraic expressions; linear equations/inequalities; exponents; square roots; understanding and manipulating formulas; translating and solving word problems; interpreting/analyzing data, and graphing simple linear equations. Offered every semester. (This course carries 4 credits, which apply to the GPA; however, the credits do not count toward degree requirements.) Students cannot receive credit for both MATH080G and MATH085G.
- **NDT205G Visual Testing 3-0-3** Visual Testing (VT), often the first method used during an NDT inspection, includes direct examination with the eyes as well as the use of mechanical or optical tools to locate discontinuities and potential defects. This course will cover material required for the classroom training portion for level 1 and 2 certification of NDT personnel in the visual testing methods and will cover ASNT SNT- TC-1a requirements and the AWS B5.1 requirements (required for Visual Weld Inspectors). The following topics will be included: applications, equipment, principles and theory of optics, and environmental factors. Final exams will be given for each level, and students with an individual test score of 70% or greater will receive a course certificate verifying successful completion of theory training for that level. Prerequisite: NDT110G with a grade of C or better or approval of Department Chair.
- **NDT211G Magnetic Particle Testing 2-0-2** Magnetic particle testing (MT) allows an inspector to locate discontinuities in ferromagnetic materials. This course will cover material required for the classroom training portion for level 1 and 2 certification of NDT personnel in the magnetic particle testing method. The following topics will be included: principles of magnetism, testing equipment, types of discontinuities, quality control, and evaluation techniques. Final exams will be given for each level, and students with an individual test score of 70% or greater will receive a course certificate verifying successful completion of theory training for that level. Prerequisite: NDT110G with a grade of C or better or approval of Department Chair.
- **NDT215G Digital Radiographic Testing 3-0-3** Radioscopic digital imaging, related to radioscopy, uses digitization of analog electronic data. This course will meet the requirements for non-film radiography per NAS-410 and ASNT SNT-TC-1a, and will include an introduction to the theory of computed radiography (CR) as well as digital detector array systems (DDA or DR). Topics will also include a review of radiology physics and radiation safety. Final exams will be given for levels 1 and 2, and students with an individual test score of 70% or greater will receive a course certificate verifying successful completion of theory training for that level. Prerequisites: NDT214G, Radiographic Testing with a C or better, successful completion of an RT level 1 course, or currently certified as an RT level 1.
- **NDT220G Eddy Current Testing 3-2-4** Eddy current testing (ET), the most widely used submethod of electromagnetic testing, is used to detect discontinuities and measurements on parts made of materials with significant electrical conductivity. This course will cover content required for the classroom-training portion for level 1 and 2 certification of NDT personnel in the eddy current testing method, including

electromagnetic theory, basic physics principles, techniques, and applications. Final exams will be given for each level, and students with an individual test score of 70% or greater will receive a course certificate verifying successful completion of theory training for that level. Prerequisite: NDT110G with a grade of C or better or approval of Department Chair.

- Replace Tools and Equipment paragraph for **MOTORCYCLE MAINTENANCE AND REPAIR CERTIFICATE** with the following:

Tools and Equipment

Hand tools, **suitable secure storage for hand tools**, and personal protective equipment are to be supplied by students at their own expense. The following is the required tool list. The list is subject to change. Students are advised to wait until meeting with the instructor before purchasing new tools. All tools need to be in the lab no later than the 3rd week of class.

- Replace Accreditation Statement with the following:

ACCREDITATION STATEMENT

Great Bay Community College is accredited by the New England Commission of Higher Education (NECHE) formerly known as NEASC.

The New England Commission of Higher Education (NECHE) is the regional accreditation agency for colleges and universities in the six New England states.

The Commission is recognized by the U.S. Secretary of Education as a reliable authority on the quality of education for the institutions it accredits. The Commission is also recognized by the Council for Higher Education Accreditation (CHEA), affirming that its Standards and processes are consistent with the quality, improvement, and accountability expectations that CHEA has established.

- Add to **VIII. ACADEMIC POLICY**:
Students who are accepted into the Nursing program are not required to take the Accuplacer exam because they have already completed pre-entrance testing with the ATI TEAS exam.
- Add **Student Code of Conduct and Judicial Process** from the Student Handbook

STUDENT CODE of CONDUCT and JUDICIAL PROCESS Board Policy 730.06

Community College System of New Hampshire

I. INTRODUCTION

A. Policy Statement

A student's continuance at any college in the Community College System depends not only upon his or her academic performance but also on his or her conduct. A college's jurisdiction and discipline shall be limited to conduct which adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises. The goals of the colleges' judicial systems are to:

- Develop, disseminate, interpret, and enforce campus regulations; Protect the relative rights of all students;
- Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- Facilitate and encourage respect for campus governance;
- Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

The mission of the colleges' judicial systems shall be educational in emphasis. In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, the good of the college community normally takes precedence.

B. Definitions

College Official- Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities.

College Premises- Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and side- walks).

Complainant- Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.

Faculty- Refers to any person hired by CCSNH colleges to conduct educational activities.

Judicial Advisor— Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The judicial advisor’s roles will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

Judicial Body— Refers to any college official or committee authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions.

Judicial Committee— Refers to the appellate body appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial body’s determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such judicial body.

Respondent— Refers to a student against whom a complaint alleging violation of the Student Code of Conduct has been filed.

II. STUDENT CODE OF CONDUCT

A. Scope

The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges. The colleges’ jurisdiction and discipline shall be limited to violations of the Student Code of Conduct. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges’ (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non- classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

B. General Infractions

1. Violation of published college policies, rules, or regulations;
2. Violation of federal, state, or local law;
3. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law and college regulations;
4. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;
5. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college.

C. Academic Misconduct

1. Acts of dishonesty including but not limited to the following:

a. **Cheating**, which 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 college 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*);

b. **Plagiarism**, passing off the work of another as one's own, which includes, but is not limited to, the use, 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.

2. **Grading Authority:** Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04

D. Disruption of College Operations

1. Furnishing false information to any college official, faculty or staff member;

2. Forgery, alteration, or misuse of any college document, record, or instrument of identification;

3. Tampering with the election process or financial management of any college recognized student organization;

4. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;

5. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;

6. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;

7. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.

8. Abuse of the Judicial System, including but not limited to:

- a. Failure to obey the summons of a judicial body or judicial committee;
- b. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
- c. Disruption or interference with the orderly conduct of a judicial proceeding;
- d. Attempting to discourage an individual's proper participation in or use of the judicial system;
- e. Attempting to influence the impartiality of a member of a judicial body or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
- f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
- g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
- h. Aiding or abetting in the violation of the Student Code of Conduct.

9. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

E. Health & Safety Offenses

1. Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;
2. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property.

F. Offenses Involving Others

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;

3. Acts of intimidation or coercion, whether stated or implied;
4. Offenses of domestic violence, dating violence and sexual assault;
5. Acts of harassment, including sexual and discriminatory harassment, directed toward any member or guest of the CCSNH community. Sexual harassment refers to persistent and unwanted sexual advances. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.;
6. Acts of sexual misconduct, retaliation, creating a dangerous condition or stalking directed toward any member or guest of the CCSNH community.
7. Hazing, which is defined in NH RSA 631:7 as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;” and under this Code of Conduct includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;

G. Offenses Involving Property

1. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;
2. Theft or other abuse of technological resources, including but not limited to:
 - a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of electronic files or copyrighted software programs;
 - c. Unauthorized use of another individual's identification and password or key card;
 - d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
 - e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
 - f. Use of technological resources to receive, browse, store or view obscene or pornographic materials for other than college-approved research;
 - g. Use of technological resources for criminal activity;
 - h. Use of technological resources to interfere with operation of the college computing system.

III. VIOLATION OF CIVIL/CRIMINAL LAW AND COLLEGES' CODE OF CONDUCT

1. If a student is charged with a violation of the Student Code of Conduct that also constitutes a violation of a criminal statute, disciplinary proceedings may still be instituted against a student prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a CCSNH college judicial body, however, the college may advise off-campus authorities of the existence of the proceeding and of the internal handling of such matters within the college community. College officials, faculty and staff will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

IV. SANCTIONS

A. Sanctions Definitions

1. **Warning** - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. **Probation**- a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
3. **Loss Of Privileges** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);
4. **Loss Of Contact** – restriction prohibiting an individual from harassing, threatening, ac- costing, or even approaching or contacting a specified individual;
5. **Fines** – previously established and published fines may be imposed;
6. **Restitution** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. **Restitution Hall Suspension** – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for read- mission will be specified;
8. **Residence Hall Expulsion** – permanent separation from the residence halls;
9. **Class/College Suspension** – separation from the class(es) for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;

10. **College Dismissal/Expulsion** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.

11. **Educational Or Service Sanctions** – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

12. **Interim Sanctions** - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

B. STUDENT DISCIPLINARY PROCEEDINGS

Training

1. All individuals involved in conducting disciplinary proceedings and appeals shall receive annual training on the student code of conduct, investigations and the hearing process which shall include training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety and welfare of victims and promotes accountability.

Filing a Complaint

1. Any person who witnesses or learns of a violation of the Student Code of Conduct may bring a complaint forward to the appropriate Judicial Body by filing an incident report.
2. Incident report forms may be obtained from the Academic or Student Affairs Offices, College Title IX Coordinator as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security or Residential Life (where available) or on the college web site. Information in the incident report should include but not be limited to the following:
 - a. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);
 - b. Date, time, and location of incident;
 - c. Person(s) involved in the incident;
 - d. Victim(s) or damages involved in the incident;

- e. Complete narrative description of the incident;
- f. Names of witnesses to the incident;
- g. Any other information deemed appropriate.

Preliminary Process for Sex-Related Offenses

1. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator.
2. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc.

The College must also provide a description in writing of the procedures for disciplinary proceedings in cases of such alleged offenses and resources available to the victim(s). Resources may include services such as counseling, health, mental health, victim advocacy, legal assistance, information concerning the process for preserving evidence, and other services available for victims, both on-campus and in the community. The College must also notify the victim of the information that will be disclosed, to whom it will be disclosed, and the reasons for such disclosure.

Investigation and Resolution of Complaint by Judicial Body

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.
2. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or recommend to be issued) sanctions as described in Section IV above.
3. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.
4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent and where the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Complainant shall also be provided a report of the investigator's findings.

5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; i.e., evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.

6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued. Both the Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

C. STUDENT DISCIPLINARY APPEALS

Filing an Appeal and Preliminary Appellate Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. For cases involving gender or gender identity or expression discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking both the Respondent and the Complainant have the right of appeal. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:
 - a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
 - b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or
 - c. inappropriate gravity of the sanction in relation to the offense.
2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If, the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations do not involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor may:
 - a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or
 - b. Immediately forward the appeal to the Judicial Committee for consideration;

3. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor shall immediately forward the appeal to the Judicial Committee for consideration.
4. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
5. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved.

D. MEMBERSHIP OF THE JUDICIAL COMMITTEE

1. A chairperson and an alternate chairperson who will be appointed by each college president or his/her designee.
2. A total of Four (4) voting members, elected as follows:
 - a. Two (2) faculty or staff selected by college president or other appropriate college official (s).
 - b. Two (2) students selected by the Student Senate or other appropriate student group. If the college has residence halls, one of the students shall be from the residence halls
3. A total of four (4) alternate voting members may be selected as follows:
 - a. Two (2) faculty or staff selected by the college president or other appropriate college official(s).
 - b. Two (2) students selected by the Student Senate or other appropriate student group.
4. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Student Affairs.

E. Judicial Committee Appeal Hearings

1. A minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
 - a. Regular members will serve, if available, or

b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.

3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.

4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:

a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.

b. The Respondent may remain silent or submit only a written statement or response to the complaint.

c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.

d. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.

e. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.

f. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.

g. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.

h. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.

i. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

j. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.

k. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.

l. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student and administrative offices on a need-to-know basis. The original will be maintained with the college's judicial records.

5. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.

6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.

7. The decision of the Judicial Committee is final and is not subject to further appeal.

V. STUDENT RIGHTS

A. Students in the Classroom

The classroom environment should encourage free discussion, inquiry and expression. Student performance must be evaluated on the basis of academic performance. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Students are responsible for learning the content and maintaining academic standards for any course of study, but in so doing, they have the right to take substantiated exception to the data or views presented in class. They are responsible for learning the content of any course of study for which they are enrolled. Information about the personal views, beliefs, and political associations of students which instructors, advisors and counselors learn in their course of work should be considered confidential.

B. Student Freedom Off-Campus

Students are both citizens and members of an academic community with rights of freedom of speech, peaceful assembly and petition. Administrative officials and faculty members should not employ institutional powers to inhibit the intellectual and personal development of students as promoted through the exercise of citizenship rights on and off campus. Where activities of students off-campus result in the violation of law and interrogation by investigators, the colleges should:

1. Not duplicate the function of general laws until the college's interests as an academic community are distinctly and clearly involved;
2. Not subject the student to a greater penalty than would normally be imposed if the off- campus violation incidentally violates an institution regulation;
3. Take appropriate action independent of community pressure.

C. Freedom of Association

Students should be free to organize and join associations to promote their common interests. Affiliations with an external organization should not of itself disqualify a student organization from institutional recognition. Student organizations must submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. Campus organizations should be open to all students without respect to race, creed or origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees.

Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

E. Student Participation in College Government

The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of student government and both its general and specific responsibilities should be made explicit and the actions of student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

F. Student Publications

College authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their development, and the limitations on external control of their operation. Editorial freedom entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, unsubstantiated allegations and attacks on personal integrity, and the techniques of harassment and innuendo.

G. Establishing Student Conduct Standards

1. Conduct

In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:

- a. Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
- b. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
- c. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.

2. Investigation of Student Conduct

a. Search & Seizure: CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

- Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
- Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.

- Entries authorized in advance by the President or Vice President of Student Affairs (or de- signee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
- Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
- Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
- Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

VI. STUDENT RIGHTS – GRIEVANCE PROCEDURES

Any student who feels that his/her rights have been violated may file a grievance following the procedure below. In the case of a grievance alleging discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status, the student may also report the conduct to the college’s Affirmative Action or Equity Officer and/or Title IX Coordinator. In the case of a grievance alleging discrimination, the college may also initiate an investigation and take appropriate steps including, but not limited to, referring the matter to the appropriate College Official for disciplinary action.

- a. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated his or her rights, e.g., instructor, staff member, or student, to re- solve the issue informally.
- b. If the issue cannot be resolved by pursuing the process in step A, or the individual elects not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to:

- The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or:
- The Vice President of Student Affairs for grievances not related to the instructional process

The grievance must be submitted within two weeks of the date the grievant knew or reasonably should have known, of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

c. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA/VPSA or designee determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the Judicial Advisor who convenes the Judicial Committee within two weeks of the receipt of the formal grievance. If the VPAA/VPSA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.

- Add **Classroom Recording Policy** from the Faculty Handbook

CLASSROOM RECORDING POLICY

Policy Statement:

CCSNH and its colleges are committed to establishing and maintaining an environment that respects the privacy of students and instructors. Accordingly, the CCSNH and its Colleges recognize that in implementing a classroom recording policy, consideration must be given to the duty to promote a positive, productive environment where instructors and students are able to express themselves without the fear of being recorded and exploited to media outlets.

Policy Purpose:

The purpose of this policy is to promote student learning while maintaining a safe, healthy classroom environment, respecting individual privacy, providing for informed consent, and avoiding potential adverse consequences from the distribution of lectures, activities or discussions occurring within the classroom.

Policy:

1. 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 for a student with a disability, permission shall not be unreasonably withheld.
2. Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats.
3. Every student present will be informed by the instructor of any recording at the beginning of class.
4. If an instructor records class lectures, activities, or discussions that include any student involvement to support research activities, the instructor must obtain informed consent from students before incorporating student-related data in the research.
5. Student classroom recordings are to be used solely for the student's personal, academic study and review. With the express permission from the instructor, classroom recordings may be used with other students enrolled in the same course. Any further sharing or distribution of student classroom recordings is expressly prohibited.
6. Nothing in this policy should be interpreted to create an expectation that students who are absent from class will be provided with a recording of the class meeting.

7. Violations of this policy may be subject to disciplinary action

DECEMBER 2018

- Changes to existing programs' Admissions requirements effective Spring 2019
 - **ACM**
 - Complete an application for the program
 - Provide proof of high school completion or equivalent
 - Provide an official copy of prior college transcripts, if appropriate
 - ACM Information Session or admissions appointment
 - **NDT**
 - Complete an application for the program
 - Provide proof of high school completion or equivalent
 - Provide an official copy of prior college transcripts, if appropriate
 - **CNC**
 - Complete an application for the program
 - Provide proof of high school completion or equivalent
 - Provide an official copy of prior college transcripts, if appropriate

- Changes to existing courses effective Spring 2019
 - **ACCT113G Acct & Financial Reporting I 3-0-3** This course is an introduction to accounting as the language of business and the purpose of accounting in business. Students will develop an understanding of the concepts and use of the classification of assets, liabilities, equity, revenue and expense accounts. The student will be introduced to accounting procedures necessary to prepare financial statements utilizing current concepts and accounting principles. This includes journalizing transactions, preparation of a trial balance, accounting adjustments, closing journal entries, inventory, accounts receivable, accounts payable, special journals, cash receipts, disbursements, and banking procedures. *{change course description}*
 - **ACCT213G Cost Accounting I 3-0-3** Cost Accounting is concerned with how accounting data is used within an organization. Managers need information to carry out three essential functions in an organization: (1) planning operations, (2) controlling activities, and (3) making decisions. The student will study what kind of information is needed, where this information can be obtained, and how this information can be used in planning, controlling and decision-making responsibilities. Cost concepts and behavior will be explored, as well as the fundamentals of cost-volume-profit analysis. Job order and process costing will be examined. (Fall semester) Prerequisite: ACCT123G. *{change course description}*
 - **ACCT216G Software Systems Applications 2-2-3** This course offers an introduction to an integrated accounting software package. It includes an evaluation of common software characteristics and features, and the review of internal controls for computerized accounting systems. The student will become proficient in processing transactions in a computerized accounting environment using a popular software package. Modules introduced are general ledger, financial statement preparation, accounts receivable, accounts payable, payroll, inventory, time and billing, fixed assets and depreciation, cost control, budgeting, and reporting. (Spring semester) Prerequisite: ACCT123G. *{remove prerequisite CIS110G}*
 - **ACCT223G Intermediate Accounting I 3-0-3** An extension of topics covered in Accounting and Financial Reporting I and II, further emphasis is placed on the study and application of generally accepted accounting principles. The student will encounter an in-depth study of accounting concepts, including detailed applications of accounting theory with the preparation and analysis of the financial statements. The student will also cover an in-depth analysis of cash, receivables, inventory valuation, property, plant

- and equipment purchase and disposal, depreciation, intangible assets and the time value of money. (Fall semester) Prerequisite: ACCT123G. *{change course description}*
- **ACCT233G Intermediate Accounting II 3-0-3** Intermediate Accounting II is a continuation of the intensive examination begun in Intermediate Accounting I. It provides a closer look at current and long-term liabilities, stockholders' equity, earnings per share, investments, income taxes, pensions, leases, and the statement of cash flows. Guidelines of revenue recognition are discussed, and an evaluation of accounting changes and error analysis. (Spring semester) Prerequisite: ACCT223G. *{change course description}*
 - **ACM110G Introduction to Composites Manufacturing 2-3-3** This course focuses on occupations in composites manufacturing today and examines critical skills required. Topics include materials, technology, and processes. A unit on composites for the aerospace industry will include topics in regulatory compliance and terminology. Technical documentation will be introduced and workplace safety will be stressed. Students will have an opportunity to earn the OSHA 10 hour certification at the end of the course. Instruction will incorporate hands-on lab work, discussion, demonstration, lecture, and assigned readings. Prerequisite: Accuplacer level testing of QAS 241 or higher in math and college level reading. Co-requisite: ACM115G. *{change prerequisite}*
 - **ACM120G Technical Blueprint Reading 1-2-2** Students will learn to read blueprints and develop an understanding of how blueprints provide information necessary to control the manufacturing operation and quality outputs. Topics include terminology, standard abbreviations, the different types of lines on a blueprint, and reading different views. The course covers geometric definitions, including profiles, parallelism, and position. Both paper and electronic formats are included, students are introduced to CAD environment processes, and the English inch and Metric dimensional examples are included. Prerequisite: Accuplacer level testing of QAS 241 or higher in math. *{change course description, change prerequisite}*
 - **ACM210G Fundamentals of Composites Manufacturing 3-2-4** This course reinforces learning from ACM110G while providing a study of topics fundamental to manufacturing, including quality assurance processes and statistical process control; production systems with a focus on lean processes; and personal effectiveness skills including time management and adapting to change. An introduction to polymer chemistry and the physics of strength of materials will make students familiar with elementary concepts of composites manufacturing. Additional topics will be introduced, creating a broad awareness of all advanced composites manufacturing aspects. Prerequisites: C or better in ACM110G, C or better in ACM115G, and ACM120G. *{remove co-requisite 'One of 8 Manufacturing Operator Skills Courses.'}*
 - **ACM252G Resin Transfer Molding Technician 0-4-2** This hands-on course prepares students for jobs where they will operate the processes of resin transfer molding. Students will learn RTM tool preparation, safe operation of the resin injector, safe operation of the press, and equipment care and maintenance. Students will apply polymer chemistry, physics, curing methods, and other theories presented in Fundamentals of Manufacturing, and will keep a course notebook linking process to theory. Focus will be on attention to detail, and ability to follow operating procedures. Inspection of parts and quality assurance will be included. Prerequisite: ACM210G. *{change co-requisite ACM210G to prerequisite ACM210G}*
 - **ACM253G Bonding and Finishing Operator 0-4-2** This hands-on course prepares students for jobs where they will operate equipment within the finishing processes for composites manufacturing. Students will learn to perform operations of bonding and vacuum bagging, to run an autoclave and record parameters, and to perform preventive maintenance on equipment. Students will be responsible for maintaining work area and equipment in clean and orderly condition. Tools include measurement tools such as micrometers and calipers. Focus will be on safety, attention to detail, and ability to follow operation procedures. Inspection of parts and quality assurance will be included. Prerequisite: ACM210G. *{change co-requisite ACM210G to prerequisite ACM210G}*

- **ACM255G CNC Milling and Set-Up Operator 4-4-6** This hands-on course prepares students for jobs where they will successfully operate a milling machine with a FANUC and Siemens controller, under the direction of the CNC supervisor. Focus is on developing the skills needed to use computer numerical control (CNC) to run a milling machine efficiently and within required quality standards. Students will be introduced to Solidworks and Mastercam, will learn the basics of writing CNC code, and will set up and run CNC milling machines. They will maintain cutting tools dedicated to manufacturing and perform machine maintenance. Prerequisite: ACM120G with a C or better; Or permission of department chair. *{change prerequisite}*
- **BUS221G Business Finance 3-0-3** This course is designed to survey the corporate finance discipline, to examine the financial management of corporations, to develop skills necessary for financial decision-making, financial forecasting, ratio evaluation and to acquaint students with money, capital markets, and institutions. (Spring semester) Prerequisite: ACCT123G. *{remove prerequisite ACCT113G}*
- **IST161G Fundamentals of Networking/Security 2-2-3** This course will provide information system users with the basic knowledge of their role and responsibilities towards protecting information systems resources. Discussions will include workstation and office security, types of malicious programs such as viruses, access control schemes, and management. This will provide a foundation for further study of systems security and protection issues such as terminology, threats to information resources, computer abuse, and system vulnerabilities. This course maps to much of the Security+ Certification. (Spring semester) *{formerly Introduction to Information Assurance}*
- **MANF135G Technical Math for Manufacturing 3-0-3** This course will cover mathematic concepts frequently used in manufacturing, including some review of fractions, decimals, algebra, ratios, data visualization and statistical measures, plane and solid geometry and applications, Cartesian coordinate system, and right triangle trigonometry with applications including vectors. Students will be introduced to semi-precision measurement and precision measurement, using both Metric and English Standard systems. Prerequisite: Accuplacer level testing of QAS 241 or higher in math or approval by the department chair. *{change prerequisite}*
- **MANF225G Solid Modeling (CAD/CAM) 2-2-3** Building on the introduction to Computer Aided Design (CAD) students received in ACM120G, this course will give students the opportunity to create and modify more complicated computer models of parts and assemblies. They will then use these models to produce blueprints of parts and assemblies and run simulations to test the parts in a digital model of their intended working environment. The course will also introduce students to Computer Aided Manufacturing (CAM). Finally students will use CAM software to define milling operations, tooling and toolpaths that will instruct a CNC machine to cut a part from a block of material. Prerequisite: ACM120G with a C or better. *{change prerequisite}*
- **MANF260G Advanced Print Reading & GD&T 2-2-3** This course will focus on the Y14.5-2009 drafting standard. Building on the introduction to GD&T students received in ACM120G. Using example drawings and parts, students will practice interpreting symbols and specifications based on the standard and inspect parts to determine if they meet specifications. We will discuss the need for the standard with a focus on how it can reduce waste, save money and improve quality when properly implemented and interpreted. Prerequisites: ACM120 with a C or better or better or permission of department chair. *{change course description, change prerequisite}*
- **NDT110G Introduction to Nondestructive Testing 2-2-3** This course covers an introduction to the fundamental principles of non-destructive testing, the processes of examining materials without damaging them. Content will include an overview of career opportunities, training requirements, and certification programs for the NDT profession. Manufacturing processes, materials, and equipment will be covered as they relate to potential product flaws. Students will be introduced to various testing methods, including the benefits, limitations, and applications of each. Labs will include introduction to the NDT lab equipment, safety in the lab, visual inspection, interpretation of results, and reporting. Applied math will be included in this course. In addition to scheduled classes, students will

be required to attend field trips organized by instructors. Prerequisite: Accuplacer level testing into college reading or permission of department chair. *{change prerequisite}*

- **NDT210G Liquid Penetrant Inspection 1-2-2** Penetrant Testing (PT), used for detecting cracks and other surface defects on nonporous solid materials, is one of the most commonly used nondestructive testing methods. This course covers theory and principles as well as procedures and techniques using a range of materials. Applied mathematics will be included. Labs will focus on water-removable penetrants with a variety of developers. Quality control will be stressed. (Spring semester) Prerequisites: NDT110G with a grade of C or higher; Accuplacer level testing of QAS 241 or higher in math and college level reading or permission of department chair. *{change prerequisites}*
- **NDT212G Ultrasonic Inspection 3-2-4** Ultrasound, a term used to describe mechanical vibrations above the audible range, is commonly used in nondestructive testing of metals and nonmetal materials to measure thickness or to examine the internal structure. Abnormalities such as cracks, boundaries, or inclusions can be detected as sound waves are scattered or reflected. In this class, students will learn the physics of sound, the use of sound waves for measurement, and technical aspects of ultrasonic testing. This course will cover math, including basic trigonometry, to help the student understand ultrasound principles in terms of velocity, distance and angles. (Spring semester) Prerequisites: NDT110G with a grade of C or better; Accuplacer level testing of QAS 241 or higher in math and college level reading or permission of department chair. *{change prerequisites}*
- **NDT214G Radiographic Testing 3-2-4** Radiographic inspection is based on the principles of physics that x-ray and gamma ray absorption indicates thickness and density of matter to examine material for internal discontinuities. Radiography is one of the most common and effective methods of inspecting products without damaging them (nondestructive testing or NDT). This course will cover material required for the classroom training portion for level 1 and II certification of NDT personnel in the radiographic testing method. This includes radiography testing principles, equipment, safety considerations, and the interpretation and evaluation of results. Applied math will include basic algebra and geometry. (Spring semester) Prerequisites: NDT110G with grade of C or better; Accuplacer level testing of QAS 241 or higher in math and college level reading or permission of department chair. *{change prerequisites}*
- New courses effective Spring 2019
 - **IST263G Information Assurance/Information Risk Management 2-2-3** This course provides an in-depth study of information assurance and information risk management covering risk management business challenges; implementing risk mitigation; and, developing risk mitigation plans. Part 1 lays the foundation for understanding risk management terms and techniques including how to recognize cyber-security threats, security vulnerabilities and vulnerability exploits. Part 2 covers defining risk assessment approaches, performing risk assessments, identifying and analyzing security threats, vulnerabilities, and exploits as well as identifying administrative, technical and physical controls that mitigate both information and technology risk; and, most importantly, how to turn risk assessments into executable risk mitigation plans. Part 3 offers direction on creating and implementing several different risk mitigation plans - Business Impact Analysis, Business Continuity, Disaster Recovery, and Computer Incident Response.
 - **IST265G CCNA Cybersecurity Operations 2-2-3** The CCNA Cybersecurity Operations curriculum provides an introduction to the knowledge and skills needed for a Security Analyst working with a Security Operations Center team. It teaches core security skills needed for monitoring, detecting, investigating, analyzing and responding to security events, thus protecting systems and organizations from cybersecurity risks, threats and vulnerabilities. Prerequisite: IST122G.
- Deactivate course effective Spring 2019
 - **FYE112G First Year Seminar Psychology 1-0-1**

- Remove from Course Descriptions
 - Remove DGMT167G Single Camera Production 2-2-3
 - Remove DGMT202G Digital Post Effects 2-2-3