Manchester Community College

**COURSE SYLLABUS**

**Course Name, Credits:**

**Course Number**: **Instructor:**

**CRN: tba** **Contact Information:**

**Semester/Year:**

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**Catalog Description (*from the applicable CCO*):**

**Course Pre-requisites/Co-requisites:**

**Learning Objectives (*from the applicable CCO)*:**

**Required Textbooks /Reading/Companion Website:**

**Supplemental Materials (if applicable):**

**Methods of Instruction (lecture, group work, etc.):**

**Methods of Testing / Evaluation/Assessment (*with Percentage of Final Grade*):**

**Attendance**

**Homework**

**Missing work**

**Late assignments**

**Cell phone/smart phone usage**

**List of Weekly or Bi-Weekly Assignments with Date, Topic, Readings and Assignments**

* **Week 1………..**
* **Week 2……….**
* **Week 3……….**
* **Etc. …………………**

**MCC Course Grading System:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter** | **Numeric** | **Letter** | **Numeric** |
| A | 93.33-100 | C | 73.33-76.66 |
| A- | 90.00-93.32 | C- | 70.00-73.32 |
| B+ | 86.67-89.99 | D+ | 66.67-69.99 |
| B | 83.33-86.66 | D | 63.33-66.66 |
| B- | 80.00-83.32 | D- | 60.00-63.32 |
| C+ | 76.67-79.99 | F | Below 60 |

**Incompletes:** An Incomplete Grade (I) indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of completing the outstanding work and passing the course. It is not intended to give an extension of time for a student delinquent in meeting major course responsibilities. The “I” grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester or the grade defaults to an F. An incomplete contract must be submitted to the College Registrar if an incomplete grade is issued.

**Dropping a Course**: Simply ceasing to attend classes or notifying the instructor does not constitute officially dropping a course. If you plan to drop the course, you must complete an official Drop form which is available from the college website: [www.mccnh.edu](http://www.mccnh.edu)  by clicking on Academics and then Forms to Download.  You and your Running Start teacher will need to sign the Drop form. Your teacher will also assign a W, WP or WF as described below. Completed Drop Forms should be forwarded to the Running Start Coordinator before the end of the course and in accordance with the following deadlines:

**W:**  Student initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course). Does not affect GPA.

**WP**: Student initiated withdrawal from a course after the drop deadline (60% of the course) when the student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA.

WP can be assigned up to 10 days prior to the beginning of the final exam period.

**WF**:  Student initiated withdrawal from a course after the drop deadline (60% of the course) when the student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an “F.” WF can be assigned up to 10 days prior to the beginning of the final exam period.

**AF:**  Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance—e.g. failure to meet attendance requirements, as published in the instructor’s syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as an “F.”

**Tuition Refund Policy for Running Start students:**

* Refunds of the $150 Running Start tuition fee cannot be issued by the college.  This is a Running Start Program / CCSNH (Community College System of NH) policy.

 **Policies:**

* **Homework**

**Academic Adjustments:** **Academic Adjustments/Disabilities Services:** Under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are entitled to academic adjustments with appropriate documentation. Students wishing to discuss services should contact the Coordinator of Disabilities Services at 603-206-8142.   Note for Running Start students: Please be advised that students currently receiving modifications in an IEP under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act will not be eligible for modifications in a college course in the Running Start program.  While students may be eligible for accommodations through the college’s Disabilities Services Office, students must be otherwise qualified to do college level work and address the essential elements of the course without fundamental alterations to the curriculum.  If you have questions, please contact the Disabilities Coordinator at the college offering the course in the Running Start program.

**Blackboard Usage Policy (if applicable):**

*Students:* **EasyLogin:** You can access your college email, Blackboard, the student information system (SIS), and library resources with one username / password. Log in to SIS to obtain the username and password needed to set up your EasyLogin account.

*Faculty:*  MCC Running Start Instructors usually use MCC’s Student Information System (SIS) to post their final grades. Grading instructions will be sent later in the semester. MCC encourages all MCC instructors to use the Blackboard Grade Center for the posting of assignment grades.

**Cancellations:** Please follow your school’s policy on school cancellations**.**

**Academic Success Center (ASC):** MCC’s Academic Success Center offers a variety of academic support services to MCC students including peer and professional tutoring. There is no charge to students for these services. Visit: <http://www.mccnh.edu/services/academic-success-center>