

LIBERAL ARTS PROGRAM



ADJUNCT INSTRUCTOR HANDBOOK

About the Handbook

This handbook has been created to acknowledge and support the significant role of NMC's adjunct faculty in our classrooms and on our campus. Due to the limited amount of time adjunct instructors spend on campus and the fact that many adjuncts arrive after full-time staff are gone and offices are closed, navigating through the systems can be challenging. This handbook has been designed to take you through NMC alphabetically, which we trust will make it easier and more user-friendly for you. Using the Table of Contents, you'll be able to navigate through this handbook with ease and locate resource documents typically used throughout the semester. You'll also learn about the many resources available to enhance your own teaching and professional experience at NMC. In short, we want to help you succeed. Thank you for your time and commitment to NMC.

Northern Marianas College

P.O. Box 501250

234-5498/3690

Fax: 234-1270

2013-2014

Compiled and assembled by
Velma C. Deleon Guerrero, M. A.
Program Coordinator
Liberal Arts Program
Northern Marianas College

Adopted by Northern Marianas College's
Academic Council
on
September 4, 2013

TABLE OF CONTENTS

Table of Content.....	I
Program Directory.....	IV
Important Dates.....	V
A Brief History.....	VI
Mission, Philosophy, Administrative Organization, Board of Regents, Administration.....	VII
Program and Department Mission Statements and Learning Outcomes.....	VIII
Academic Dishonesty.....	1
Academic Freedom.....	2
Add/Drop/Withdrawal Week.	2
Attendance (Class)	4
Auditing Courses.....	4
Auxiliary Resources.....	5
Book store.....	5
Calendar.....	6
Cancelling or Missing a Class.....	6
Changing Grades.....	7
Classroom.....	7
Class Roster.....	8
Computer.....	8
Conduct.....	9
Counseling.....	10
Course Guides.....	11
Directory.....	11
Disability Support Services.....	11
Early Intervention.....	13
Email.....	13
End of Term Checklist.....	14
Evaluation.....	15
FERPA Training.....	16
Final Exam.....	16

Final Course Grade.....	17
Final exam grades for graduating candidates.....	17
Form 1.....	18
Grade Appeals.....	18
Grade Book.....	19
Grading System.....	19
Help Desk.....	23
Human Resources.....	23
Independent Study.....	24
Instructor Checklists (Pre-course, The First Session Checklist, Post-course)	25
Laptop.....	26
Library Services.....	26
Materials and Supplies.....	27
Mailbox.....	27
Map.....	27
Missing a Class.....	27
No Show Students.....	28
Observation.....	28
Office Hours.....	28
Office Space/Computer/Laptop.....	29
Online Courses.....	29
Orientation.....	31
Payroll.....	31
Policies.....	31
Retention of Student Work.....	33
Security.....	33
Supplies.....	34
Syllabus.....	34
Testing Services	34
Textbook.....	35
Timesheets.....	35
Transfer Admission Planning.....	35

Two Week Notice.....	36
Withdrawal.....	36
Work Load (Academic)	37
Mathematics Department.....	39
Science Department.....	41
Health and Athletics Department.....	41
Languages and Humanities Department.....	42
Social Sciences and Fine Arts.....	43

PROGRAM DIRECTORY

Familiarize yourself with organizational chart in your department.

Velma C. Deleon Guerrero

Liberal Arts Program Coordinator & Acting Department Chair
Science, Mathematics, Health & PE (SMHA)

Contact Number: 234-5498 x. 6740 or 237-6740

Located in building N room N-1 adjacent to Financial Aid Office

Email Address: velma.deleon.guerrero@marianas.edu

Novelyn Tenorio

Administrative Manager for Liberal Arts Program and SMHA

Contact Number: 234-5498 x. 6762 or 237-6762

Located in building A room 8

Email Address: novelyn.tenorio@marinas.edu

Thomas Sharts

Social Sciences and Fine Arts (SSFA) & Acting Department
Chair Languages and Humanities (LAHU aka L&H)

Contact Number: 234-5498 x. 6761 or 237-6761

Located in building M room 14

Email Address: thomas.sharts@marianas.edu

Mona Camacho

Administrative Manager for LAHU & SSFA

Contact Number: 234-5498 x. 6727 or 237-6727

Located in building M

Email Address: monalyn.camacho@marianas.edu

IMPORTANT DATES (Fall 2013)

August 5, 2013	Student Orientation for International Students
August 5, 2013	Faculty Return for Fall 2013 Semester
August 6-7, 2013	Professional Development Days
August 7-8, 2013	Student Orientation for New and Returning Students
August 9, 2013	Early Registration for: Spring 2014 Potential Graduates, Troops to Teachers, Volunteers for Fall Registration, and NMA Students
August 12-16, 2013	Registration
August 19, 2013	Petition for Spring 2014 Graduation Begins
August 19, 2013	First Day of Classes
August 19-23, 2013	Late Registration
August 19-23, 2013	Add/Drop (100% Refund) and Welcome Week
August 30, 2013	Last Day to Withdraw for 80% Refund
September 2, 2013	HOLIDAY – Labor Day
September 6, 2013	Last Day to Withdraw for 40% Refund
October 4, 2013	Last Day to Withdraw from Course(s)
October 14, 2013	HOLIDAY – Commonwealth Cultural Day
November 4, 2013	HOLIDAY – Citizenship Day
November 11, 2013	HOLIDAY – Veterans Day
November 28, 2013	HOLIDAY – Thanksgiving Day
December 6, 2013	Last Day of Classes

A BRIEF HISTORY OF NMC

Northern Marianas College was established in May 1981 when Governor Carlos S. Camacho created the College as an official governmental entity through Executive Order #25. The Executive Order established the College as one of the divisions within the Commonwealth Department of Education. By mid-summer of 1981 the College was offering training programs for government employees and teachers of the public school system.

In January 1983 Public Law 3-43 established NMC as a public, nonprofit corporation having the Board of Education as its governing board. In March of 1985 the passage of CNMI Public Law 4-34 made NMC a public corporation under the general governance of its own Board of Regents, and granted it autonomy in both fiscal and personnel matters. This law stipulated the mission of the college and designated NMC to serve as the land-grant college for the Commonwealth.

In 1985 the Second Constitutional Convention in the CNMI adopted a series of proposed amendments to the CNMI Constitution. Among them was Amendment 38 concerning education in the Commonwealth. Article 15, Section 2 of that proposed amendment provided for the establishment of Northern Marianas College, and stipulated that the College's Board of Regents should have autonomy in conducting its affairs. This amendment restated the mission of the college and guaranteed annual funding. Amendment 38, among others, was adopted by the people of the Commonwealth in the general election held in November 1985.

In June 1985 the college received its initial accreditation from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). The accreditation was reaffirmed in 1990, 1996, 2001, and 2009. In March 2001, the Accrediting Commission for Senior Colleges and Universities of WASC granted NMC initial accreditation for offering a Bachelor of Science degree in Elementary Education. This marked the first time in history of WASC that a two-year community college offered a four-year degree.

Since its beginning, NMC has focused on meeting the higher education and vocational training needs of the CNMI. From the times of its first program in teacher education, NMC has developed a comprehensive set of academic programs and services to meet the social, cultural, occupational and economic development needs of its island communities. Today, students are enrolled in various educational programs of study leading to Certificates of Completion, Associate Degrees, and the Bachelor of Science in Elementary Education. In addition, there are hundreds of students enrolled in credit and non-credit, continuing adult education courses.

Throughout the years, more than 20,000 people have enrolled in regular NMC degree and certificate courses, over 3000 persons have been awarded certificates and/or degrees in programs offered or coordinated by NMC; and more than 12,000 individuals have been served in our community through such programs as the Adult Basic Education, Continuing Education, and the Cooperative, Research, Extension, and Education Service.

MISSION

As stated in the CNMI Constitution, "The mission of Northern Marianas College shall be to provide the best quality and meaningful postsecondary and adult educational opportunities for the purpose of improving the quality of life for the individual and for the Commonwealth as a whole. The College shall be responsible for providing education in the areas of adult and continuing education, postsecondary and adult vocational education and professional development for the people of the Commonwealth."

PHILOSOPHY

Respecting the human dignity and unique talents of each person, Northern Marianas College is dedicated to helping its students actualize their potentials for the enhancement of their individual lives as well as for the improvement of the Commonwealth as a whole. The College is committed to an on-going process of planning, assessment, re-evaluation, and improvement in all aspects of its mission.

ADMINISTRATIVE ORGANIZATION

NMC is governed by a seven-member Board of Regents appointed by the Governor to four-year terms with the advice and consent of the Senate. The Board of Regents sets policy for the College and appoints the President who is responsible for the operation and general administration of the College.

BOARD OF REGENTS MEMBERS

Juan T. Lizama, Chair

Elaine Hocog Orilla, Vice-Chair

Frank M. Rabauliman, Treasurer

Andrew L. Orsini, Member

Maria (Malua) T. Peter, Member

Michaela U. Sanchez, Member

William S. Torres, Member

ADMINISTRATION

Sharon Y. Hart, Ph.D, *NMC President*

LIBERAL ARTS PROGRAM MISSION STATEMENT

The Liberal Arts Program is committed to providing students with knowledge, skills, and values in the arts and sciences that promote health and well-being, scientific inquiry, effective communication, and appreciation of arts and culture. Northern Marianas College (NMC) Liberal Arts Program prepares a student to be a productive citizen and a life-long learner.

LIBERAL ARTS PROGRAM LEARNING OUTCOMES (PLO): *as adopted by Academic Council 10/26/2012*

- LA PLO 1: Demonstrate English language competence in speaking
- LA PLO 2: Demonstrate English language competence in listening
- LA PLO 3: Employ English language competence in writing, including the ability to access and incorporate information to complete a research paper
- LA PLO 4: Demonstrate English language competence in reading
- LA PLO 5: Apply mathematical concepts, principles, and skills in solving practical and theoretical problems, using technology when appropriate
- LA PLO 6: Use the scientific method to gain knowledge and understanding of the natural physical and human social worlds
- LA PLO 7: Integrate ethical standards and principles in making decisions affecting human behaviors and the environment
- LA PLO 8: Demonstrate knowledge and understanding of the dynamics of local and international political, social, and economic systems and issues
- LA PLO 9: Interpret arts, philosophy and literature
- LA PLO 10 Demonstrate knowledge in two of the following areas: history, geography, economics, law, or sociology
- LA PLO 11: Access and use both print and non-print information technology to perform academic and non-academic tasks
- LA PLO 12: Appreciate, promote, and practice the value of good health
- LA PLO 13: Appreciate the uniqueness of and recognize the relationship between different languages and cultures

SOCIAL SCIENCES AND FINE ARTS MISSION STATEMENT

The mission of the Social Sciences and Fine Arts Department is to equip students as readers, writers and technology users in order to apply critical thinking and problem-solving methods for citizenship growth and enhancing viable community life in the CNMI and beyond by providing general education and liberal arts knowledge and skills in support of the Northern Marianas College mission.

SCIENCES, MATH, HEALTH, AND ATHLETICS MISSION STATEMENT

The mission of Science, Mathematics, Health and Athletics Department is to help pursue academic excellence and to develop students' potentials as professionals in their respective fields of studies and also support interdisciplinary and collaborative Science, Technology, Engineering and Math education initiatives by providing rigorous academic programs and courses for all students that serve the need for literacy in science, and natural resource management, mathematics, health and athletics in support of the Northern Marianas College mission.

ENGLISH LANGUAGE INSTITUTE MISSION STATEMENT

The mission of the English Language Institute is to ensure the continuous development of English skills for the personal, professional, and academic goals of our students and for the preparation of university-bound students by providing instruction in speaking, listening, reading comprehension, and writing in support of the Northern Marianas College mission.

LANGUAGE INSTITUTE (ELI) PROGRAM LEARNING OUTCOMES

- ELI PLO 1: Reading comprehension skills, including critical thinking skills and dictionary proficiency, adequate to understand the material in college-level courses;
- ELI PLO 2: Vocabulary adequate to understand the material in college-level courses;
- ELI PLO 3: The ability to distinguish main ideas and supporting details in a passage;
- ELI PLO 4: The ability to draw inferences;
- ELI PLO 5: Writing skills, including critical thinking skills, adequate to enter college-level courses;
- ELI PLO 6: The ability to write an essay with an introduction, body, and conclusion;
- ELI PLO 7: The ability to paraphrase a passage;
- ELI PLO 8: The ability to summarize a passage;
- ELI PLO 9: Speaking skills, including critical thinking skills, adequate to enter college-level courses;
- ELI PLO 10: Listening skills, including critical thinking skills, adequate to enter college-level courses.

ELI PLO 11: The ability to follow a lecture with nearly complete comprehension; and

ELI PLO 12: The ability to frame clear questions and statements.

NATURAL RESOURCE MANAGEMENT MISSION STATEMENT

The mission of the NRM Program is two-fold: to support local initiatives and priorities developed within the islands toward conserving and protecting its precious natural resources; and to promote the efficient use of human, institutional, and financial resources to meet local and regional goals and objectives. A key element within the program is effective capacity development at both the institutional and community level, reducing the reliance on expatriate and outside expertise and increasing the ability of local institutions and individuals to address the ever-increasing challenges faced by the islands. The NRM program curriculum encourages and follows a regional approach to solving problems and developing strategies through working in cooperation with the local agencies, including non-governmental organizations, as well as individuals toward producing effective management of the nation's coral reefs, fisheries, marine biotechnology, ocean resources and other natural/environmental related resources

NATURAL RESOURCE MANAGEMENT PROGRAM LEARNING OUTCOMES (PLO):

NR PLO 1: Demonstrate an understanding of the importance of natural resources management to human societies;

NR PLO 2: Demonstrate an understanding of the influence of human culture and settlement on terrestrial, aquatic, and atmosphere systems;

NR PLO 3: Demonstrate an understanding of the methodology of system integration and best practices of conservation management;

NR PLO 4: Perform field monitoring, data collection, mapping, data analysis, record keeping, and reporting;

NR PLO 5: Demonstrate an understanding of the roles of politics and economic development on natural resources management;

NR PLO 6: Apply cost-benefit analysis to the management of natural resources;

NR PLO 7: Demonstrate an understanding of appropriate land use, planning, and zoning; and

NR PLO 8: Demonstrate an understanding of the CNMI, federal, and international environmental laws and regulatory enforcement procedures.

MATH NDU DEVELOPMENT PROGRAM MISSION STATEMENT (PLOS): *as adopted by Academic Council 3/6/2013*

The mission of the developmental mathematics program is to effectively provide students the basic mathematics and algebraic skills and offer and provide support to students toward success in subsequent college-level math courses required for their degree or certificate programs.

SKILLS:

- MA NDU PLO 1: Perform systematic counting, estimating, calculating and approximating;
- MA NDU PLO 2: Communicate and translate ideas from verbal to symbolic form and vice-versa;
- MA NDU PLO 3: Read and Interpret tables, graphs and other diagrams;
- MA NDU PLO 4: Handle and manipulate measuring and calculating devices;

COGNITIVE:

- MA NDU PLO 5: Demonstrate logical reasoning – Inductive Reasoning, Deductive reasoning and algebraic reasoning;
- MA NDU PLO 6: Demonstrate decision-making skills in recognizing plausible and reasonable mathematical data;
- MA NDU PLO 7: Apply mathematics in other fields, such as environmental science, social sciences, education, business and economics, arts and culture, etc.;
- MA NDU PLO 8: Apply, with facility, the acquired problem solving skills to daily life situations;
- MA NDU PLO 9: Use numerical and reasoning skills in obtaining employment and for further studies;

AFFECTIVE:

- MA NDU PLO 10: Appreciate the widening applicability of mathematics in the activity of man;
- MA NDU PLO 11: Demonstrate appreciation of the usefulness of mathematics as a language;
- MA NDU PLO 12: Show interest and recognize values in mathematics as a discipline.

GENERAL EDUCATION OUTCOMES (GEO): *as adopted by Academic Council 10/26/2012*

GEO 1. Critical Thinking

Upon completion of coursework, a student will be able to:

- 1.1 Make connections between two or more areas of knowledge and apply learning to daily life experiences.
- 1.2 Use critical and analytical thinking skills to solve a variety of problems.

GEO 2. Humanities

Upon completion of coursework, a student will be able to:

- 2.1 Demonstrate an awareness of the scope and variety of works in the arts and humanities, and articulate the value of aesthetics and creativity.
- 2.2 Make decisions in daily life based on creative thought and ethical principles.

GEO 3. Citizenship and Society

Upon completion of coursework, a student will be able to:

- 3.1 Define an individual's civic, political, and social responsibilities as a member of both the local and global community.
- 3.2 Recognize stereotyping, bias, and faulty reasoning in the opinions of others.

GEO 4. Technology and Information Literacy

Upon completion of coursework, a student will be able to:

- 4.1 Collect, organize and present information from various sources, including books, periodicals and the Internet.
- 4.2 Use computers to access information effectively and efficiently.

GEO 5. Oral Communication

Upon completion of coursework, a student will be able to:

- 5.1 Demonstrate oral communication proficiency in discussions, debates, and presentations.
- 5.2 Summarize and evaluate the oral communication of others, asking appropriate questions as necessary.

GEO 6. Quantitative and Scientific Reasoning

Upon completion of coursework, a student will be able to:

- 6.1 Analyze mathematical problems, determine the steps necessary to solve problems, calculate solutions, and test for correctness.
- 6.2 Answer questions and explore observations using scientific methodology.

GEO 7. Written Communication

Upon completion of coursework, a student will be able to:

- 7.1 Produce clear well-organized written work, documenting, as appropriate, borrowed sources using a recognized citation method.
- 7.2 Demonstrate mastery of standard English grammar, spelling, and punctuation.

ACADEMIC DISHONESTY

Academic dishonesty will not be condoned by NMC. Such dishonesty includes cheating and plagiarism (examples of which are given below), which may result in suspension or dismissal from NMC.

Cheating includes, but is not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after an examination has been submitted, falsifying any official College record, or misrepresenting facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to, satisfying any academic requirement by submitting any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that a reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; "dry labbing," which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, or (c) fabricating data to fit the expected results.

Students found guilty of academic dishonesty, including cheating and plagiarism, shall be liable to suspension or dismissal from NMC. A student may request to challenge the infraction charged against him/her. The Office of the Dean of Student Services addresses all student misconduct.

ACADEMIC FREEDOM

ACCJC Standard II.A.7.a, that faculty distinguishes between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.

BOR Policy 3001 is reinforced by BOR Policy 3004, “Academic Freedom and Responsibility”, which states, “Academic freedom is the right of members of the academic community to conduct research, to teach and to communicate knowledge in their fields of expertise, openly and without influence by individuals with a particular bias.” The policy also requires that such academic freedom be exercised responsibly, stating that instructors “should also take care to distinguish between personal conviction and proven conclusions and to present relevant data fairly and objectively.” The policy is reinforced by College procedure 4069, “Code of Ethics”, which states that instructors “shall promote the student's independent action in his/her pursuit of knowledge and shall not prevent the student access to varying points of view [and] shall present the subject matter for which he/she bears responsibility.”

ADD/DROP/WITHDRAWAL WEEK.

Students may add and drop courses through the first week of instruction (Add/Drop period). A nominal fee is charged for adding and dropping courses for reasons other than cancellation and/or other administrative reason/s.

Students may *add* courses to their original registration during the first week of instruction, provided there is space available. Instructor approval is specifically required only for certain restricted courses. Students may also contact the relevant department for more information on the restrictions.

Instructor signatures are required for all English (EN) courses, Language courses, 200-level Physical Education (PE) courses, Further Study (FS) courses ex. PE 149-FS, SO 297, MA 151, MA 162, MA 192, and MA 203.

Students may *drop* courses without approval during the first week of instruction. No course dropped during this Add/Drop period will appear on the student's permanent academic record. Courses officially dropped after the Add/Drop period and before the end of the *Withdrawal* period will appear on the student's permanent academic record with a "W". Should a student not attend any class sessions for a course, or attend only during the Add/Drop period (first week of instruction) and never thereafter, and not officially withdraw from the course, a "UW" (Unofficial Withdrawal) will be entered on the student's permanent academic record. Otherwise, failure to withdraw officially from a course will result in a grade of "F" being entered on the student's permanent academic record if the course is 100-level or higher, and "TF" (technical failure) for non-degree unit (NDU) courses.

Specific add/drop deadlines are announced in each term's *Schedule of Courses*. Deadlines for module courses and intensive courses may be published in other announcements from Community Programs and Services. Students must complete the following procedures when adding or dropping a course:

1. Obtain a Course Change - Add Form from your advisor or from the Office of Admissions and Records (Bldg. N, Room 3).
2. Have your advisor initial in the appropriate box next to the courses being added.
3. Obtain the **instructor's signature** for the specific courses as required.
4. Proceed to the Office of Admissions and Records (Bldg. N, Room 3) to have your Course Change Add Form processed and to receive a copy of your new class schedule.
5. Review your class schedule.
6. Proceed to the Financial Aid Office (Bldg. N, Room 2) for financial aid award adjustment, if applicable.
7. Proceed to the NMC Finance Office (Bldg. N, Room 4) for payment.

Your class roster will change over the course of this week. Final class roster will be distributed in your mailbox the Monday after Add/Drop Week or check with your respective Administrative Manager for a copy.

ATTENDANCE (CLASS) Also see No Show Students

Students are expected to attend all meetings of their classes, not only because they are responsible for material presented and discussed therein, but because active class participation by every student is frequently essential to ensure maximum benefit for all members of the class.

Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course. Students who miss a class should report to their instructor upon their return to inquire about making up the work. Students who know in advance that they will miss class should inform their instructor prior to the absence, in order to be given upcoming assignments.

It is highly recommended that instructors maintain some kind of attendance record. The attendance record becomes important in the event of a student appeal or complaint. Updates to the Class Attendance Record can be provided as needed.

AUDITING COURSES

To qualify as an auditor for any course, a student must complete all admission and registration procedures, including payment of tuition and fees. Students are permitted to audit certain courses with the written consent of the instructor. Auditing of laboratory science courses is generally not allowed. Students who wish to audit a course must submit the signed Instructor Approval Form authorizing the audit to the Office of Admissions and Records within the first week of instruction. There is no limit to the number of courses that may be audited by any individual, provided permission has been

received from each instructor. The extent of classroom participation is at the discretion of the instructor.

No credit is given at any time for an audited course, and the symbol “AU” will be recorded for the course on the student’s transcript. Where facilities are limited, students taking the course for credit have registration priority over auditing students.

AUXILIARY RESOURCES

Copies (Printing) for your class.

You may utilize the copier machine in your respective department.

Audio-Visual Procedures.

Please request for equipment ahead of time. The department needs ample time to submit a helpdesk for technological support and services.

Help Desk.

Communicate any concerns regarding classroom equipment or facilities maintenance to your Administrative Manager or Department Chair as soon as possible so a help desk can be submitted for assistance.

Book Store

The NMC Bookstore carries textbooks, school supplies, magazines, paperback books, and casual clothing items. The Bookstore is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, with expanded hours during the semester when classes start.

Snack Bar

Hot lunches, sandwiches, soba, fresh fruit, local treats, other snack items, and beverages are available at the NMC Snack Bar on the Saipan campus. Snack Bar opens from 7:00 am to 7:30 pm during the regular semester and from 8:00 am to 5:00 pm during summer session.

BOOK STORE

Also see Auxiliary Resources

CALENDAR (Semester)

See Resource Document A.

The regular academic year at Northern Marianas College extends over ten months. The Fall semester begins in August and ends in December; the Spring semester begins in January and ends in May. The length of summer session courses varies according to the course. All regular academic courses meet for a minimum of 12.5 actual contact/clock hours per credit hour.

CANCELLING OR MISSING A CLASS

See Resource Document B

Types of cancellations

Instructor cancellation or missing a class: If you know you will be unable to attend a class session or unable to attend due to an illness, you are required to notify your Department Chair as soon as possible so a sign can be posted notifying students of the cancellation. An ABSENCE REPORT for Canceled Class(es) FORM must be filled completed and approved prior to the cancellation or soon after the cancellation.

Administrative Leave: All service offices will be closed to the public, however, classes are in session and labs will be open as per their posted schedule.

Holiday: Refer to Semester Calendar for scheduled holidays and breaks. These dates should be imbedded into your week to week schedule in your syllabi. In the event the college president issues an administrative leave due to a holiday, this does not necessarily mean courses are cancelled. Please check with your department chair for further details or clarification.

Presidential Directive: The authority to cancel all classes or close a campus or the college resides with the college president or the president's designee. Notice of cancelled classes or campus closure will be issued through the president's office. A few of these

possible cancellations or closures may be due to *campus-wide professional development day(s) or severe weather conditions*.

CHANGE OF GRADE

See BOR Policy 3017

CLASSROOM

Prior to starting, make sure you know the building and room number in which your class is held. Classroom assignments are done through the office of the Dean of Academic Programs & Services (APS). For any room changes, you must first contact your Administrative Manager and Department Chair stating the need to change classrooms. During this time, a request for change will be submitted and a room grid will be evaluated by the Dean's office. Your Administrative Manager will then be notified of the approved room change. Please do not take it upon yourself to move your class to avoid classroom conflict with another class. Classroom grids posted on each door may be obsolete.

Each classroom is equipped with a TV monitor, VCR/DVD, and LCD projector, and teacher desk and chair. If you require a specific room configuration for your course please make this request through your Administrative Manager or Department Chair (Also see Help Desk).

Please ensure you...

- erase the chalkboard/whiteboards in your classroom at the end of each session
- turn of the lights and air conditioner
- encourage students to clean up after themselves at the end of class by putting their recyclables and garbage in the containers provided

CLASS ROSTER

The Class Roster is your official student list, providing important student information such as ID number and program. You can obtain your most current class roster the working day before your first day of instruction. You can also obtain a more updated class roster the Monday after Add/Drop Week (Add/Drop Week is also first week of instruction). Updates to the Class Roster can be provided to you upon request as needed from the Administrative Manager.

Please check with your Administrative Manager to assist you in identifying students who has withdrawn from your course over the course of the semester. Last day for students to withdraw from classes is usually set after the eighth (8th) week of instruction.

In accordance with FERPA regulations, Class Rosters are not to be distributed to the students. Sharing of student information may only occur with written approval of all students concerned.

Also see Add/Drop, Attendance, End of Term Checklist, and No Show Students that pertain to class roster.

Please verify that all students in attendance are on the Class Roster. If there are students who are not on the Class Roster, please advise the Administrative Manager as soon as possible.

COMPUTER Also see Office Space.

CONDUCT

Student

In general, regulations governing student conduct at NMC are the same as those governing society at large. Though there is no rigid code of conduct at NMC, students are expected to maintain reasonable standards of behavior.

The sale, possession, or use of alcohol, or alcoholic beverages and of other than prescription drugs (controlled substances) is strictly prohibited on all NMC campuses.

Smoking or use of other tobacco products is prohibited on all college grounds, defined as all Northern Marianas College owned or leased properties and campus-owned, leased or rented vehicles. This includes but is not limited to all NMC sidewalks, parking lots, landscaped areas and recreational areas. This prohibition will also include all NMC-sponsored or sanctioned activities such as Charter Day, school trips, at lectures, conferences, meetings and social and cultural events held on school property or school grounds of NMC. Smoking is also prohibited in the interior of all buildings, vehicles owned or operated by the NMC, and privately-owned vehicles when operated or parked on the grounds of the college.

Any student in violation of these prohibitions is subject to immediate dismissal from the College for one full year from the date of dismissal, and the student will automatically receive a failing grade in all courses. Should any student be caught with an illegal substance such as marijuana, crystal methamphetamine, etc., the College reserves the right to contact the proper law enforcement authorities and release the student's identity for formal investigation.

Betel nut chewing is not allowed on college grounds. Violation of this rule may result in suspension or dismissal from the College for one semester, and the student will automatically receive a failing grade in all courses.

Instructor

Also see Policies and Resource Document K

BOR Policy 3001: Professional Ethics states that Faculty shall be guided by a deep conviction of the worth and dignity of the advancement of knowledge. In recognizing a special responsibility to their disciplines to seek the truth and to state it as they see it, they practice intellectual honesty. Toward this end they devote themselves to developing and improving competence in their fields. They accept the obligation to exercise critical judgment and self-discipline in acquiring, extending, and transmitting knowledge of their discipline. Although they may pursue other interests, these never seriously distract them from or interfere with their academic profession.

Instructors determine the amount and character of the various activities they engage in outside the College with due respect to their paramount responsibilities within it. Above all else, instructors seek to be competent scholars and effective teachers.

Instructors encourage in their students the active pursuit of learning and honest academic achievement. They respect the student as an individual, and ensure that their evaluation of the student reflects the student's true academic merit. Respecting the professional nature of the relationship between instructor and student, they adhere strictly to their proper role as intellectual guides and academic counselors. Assiduously avoiding any exploitation of students, they present in their actions and in their person examples of the highest standards of professional discipline.

Instructors recognize that they have obligations to their colleagues that derive from their common membership in the community of scholars. They respect and defend the free inquiry of their colleagues, and in the interchange of ideas they show due respect for the opinions of others.

COUNSELING

Counseling Programs and Services (CPS) offers a variety of high-quality services to help students develop and achieve their personal, educational, and career goals. Through one-on-one counseling, academic advising, and educational workshops, students who visit

with a counselor are engaged in a holistic approach to learning and personal development beyond the classroom. Counselors empower students to imagine, pursue, and achieve educational goals while assisting each in overcoming life's challenges that may hinder academic success.

The NMC Counseling Center offers a variety of programs and services to meet the needs of an increasingly diverse student population such as: *tutoring services, student success series, career services, testing services, student identification cards, and international students services.*

Also see: Early Intervention and Disability Support Services

COURSE GUIDE Please visit NMC's website under the Academic tab to view links to course guides or visit:

<http://www.nmcnet.edu/content.php?id=2&cat=570&PHPSESSID=49f50d5c02fdc4a709d1fd4e7ae04bdd>

DIRECTORY (NMC Directory and Extension Listing)

See Resource Document C

DISABILITY SUPPORT SERVICES

The mission of the Disability Support Services is to provide a rewarding learning experience for students with disabilities at the Northern Marianas College (NMC). Disability Support Services (DSS) Program functions as the focal point for coordination of services and auxiliary aids for students with disabilities in compliance with Title II on the Americas with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. DSS works to assist students with permanent or temporary disabilities to receive "reasonable accommodations" in academic and non-academic programs that provide them with an equal opportunity to fully participate and enjoy all aspects of student life at NMC.

Counseling also undertakes efforts to increase awareness among NMC staff, faculty, and students of disability related issues. The Disability Services Coordinator, who also functions as a Counselor and Academic Advisor, assists students in identifying and achieving educational goals; assesses students for Assistive Technology needs; determines “reasonable accommodations”; and coordinates services (on campus and in the community) for student support. Federal law requires that students with disabilities be considered on a case-by-case basis.

A student must identify himself/herself as an individual with a disability (physical, emotional, mental or sensory) and provide appropriate documentation from an appropriate professional which is licensed to diagnose their disability in order to receive services. Students who have an appropriately documented disability which “substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning and working is eligible for services from DSS which may include but are not limited to: assistive technology and/or devices (magnifiers, tape recorders, closed captioning, alternative keyboards, etc.); alternative testing services (quiet testing location, additional time, use of computers, scribes, and/or other testing modifications); classroom relocations; accessible chairs/tables; instructional materials in alternative print format (audio, enlarged print, etc.); early/priority registration; sign language interpreters; note-taking; readers; and tutors.

Prospective and current students who have a documented and verifiable disability and are interested in receiving more information regarding services for students with disabilities are encouraged to contact Disability Support Service Coordinator at (670) 234-5498 ext. 6786, located in Building P in the Executive Office. Students with disabilities are encouraged to contact Disability Support Services upon or prior to enrollment to ensure that they receive “reasonable accommodations” in a timely manner.

EARLY INTERVENTION

See Resource Document D

NMC counselors and instructors work collaboratively to identify and assist students who are at risk of either performing poorly academically or dropping out of school. The counseling staff reaches out to students referred by instructors and engages students with information, insight and available options to assist with overcoming their individual issues. The counseling staff reaches out to students on probation or suspension to review options for continued enrollment and identify resources to support academic success.

EMAIL

New Students will have to sign-up for an email address during registration. If he or she was unable to obtain their student email address during the registration process, student must visit the Computer Lab Supervisor's Office located in Building W to obtain one. New Students must present their registration forms to the Computer Lab Supervisor as proof of their enrollment status. If you have any further questions, please feel free to contact the Computer Lab Supervisor at extension 2351.

Student Email for Official Correspondence with Students

NMC Student Email serves as a tool for official college communication with NMC students. Official email communication serves both the academic and administrative needs of the college. The college has the right to expect that such communication will be accessed and read in a timely fashion.

Student Responsibilities Regarding Use of Email

Students are expected to access and read their email on a regular basis to stay current with College-related communication. Students have the responsibility to perform routine maintenance of their email account content to avoid exceeding maximum storage limits. Students also have the responsibility to recognize that certain communication may be time-critical. “I didn’t check my email”, error in forwarding mail, or email returned to the College with “Mailbox Full” or “User

Unknown” are not acceptable excuses for missing official College communication via email.

Redirecting of email

Redirecting email does not absolve a student from the responsibilities associated with official communication sent to their NMC Student Email account. If a student wishes to redirect email from their official NMC Student Email address to another email address (example: @yahoo.com), such forwarding is done by the student, and at the student’s own risk. Faculty and others may still require that student use their official NMC Student Email account for submitting email correspondence.

Academic Uses of Email

NMC Email and NMC Online (course management system) provide tools for electronic communication between faculty and students. Faculty will determine how such communication is used as part of their courses. Student responsibilities detailed in this “NMC Student Email Policy” allow faculty and other college officials to reasonably assume that NMC Student Email will provide an expedient means of communication with students and that email communication can be used as a part of course-related requirements.

END OF TERM CHECKLIST Also see Timesheet and See Resource Document E

The following items are to be turned in at the end of each semester to the Administrative Manager:

(End-of-Term Checklist)

- Course syllabus hard copy and email a copy to the Admin Manager
- Attendance reports (for students)
- Copy of Instructor’s class grade book
- Official NMC grade roster (with official seal written in blue ink)
- Ground Vehicle Mileage (if applicable)
- Building keys (only for adjunct instructors – if applicable)
- Textbook(s) and instructional materials (only for adjunct instructors)

Timesheets for instructor (overload and adjunct)

Form 1 (Course Assessment for adjunct instructors; if applicable according to staggered course schedule)

EVALUATION See Resource Document F

Students complete evaluations at the end of every course, either electronically (on-line) or on hard copies (in some face-to-face classes). Your Program Office will advise you which process to use. You may, also, find a sample of these questions on NMC's website under the Academics tab or at:

http://www.nmcnet.edu/media/student_services/nmc_course_instructor_evaluation_questions.pdf

When distributing hard copies:

- evaluation forms, as well as a return envelope, will be provided to you near the end of the course;
- the Administrative manager or one student is to be selected to distribute the evaluations, collect the completed evaluations, and seal them in the return envelope;
- ideally, the instructor should leave the room while students complete the form;
- the envelope must be submitted to the Administrative Manager (or, if closed, the Security office) located at the Administrative Services Office in Building O-1 (also see Security); if possible, the student who sealed the envelope should also submit it.

Instructors will receive a summary of the Student Course Evaluation soon after the end of the semester. Grades must be submitted before the Student Course Evaluation Summary will be sent to the instructor.

You may find it useful to conduct informal student surveys once or a few times throughout the term, in order to get feedback from students that you can use to improve the course immediately. Please meet with your department chair to help you design and implement such informal surveys any time!

Your Administrative Manager will provide you with a schedule towards the end of the semester on when your students will take the End of Semester Course and Instructor Evaluation. This evaluation is required for all courses.

FERPA TRAINING

FERPA training is mandatory for all adjunct faculties. Adjunct faculties who do not attend the FERPA training will not be allowed to teach.

Certain information about individual students, which may be part of an "educational record," is considered private and may not be released without the student's written permission. Only school officials, those whose job requires them to act for the college, with a "legitimate educational interest" should have the information. For more information about the Family Educational Rights and Privacy Act (FERPA), see the college catalog.

FINAL EXAM

See Resource Document G for a *sample* exam schedule

The Northern Marianas College recognizes that an examination, project, or review activity at the conclusion of a course is an important integral opportunity for learning and the assessment of learning. Accordingly, a period of time at the conclusion of each semester and summer session is scheduled for such finals to take place.

Fall Semester and Summer Session Courses

Finals will be scheduled in 120 minute blocks following the completion of the regularly scheduled classes.

Final examinations in summer session courses will be offered during the College's official final examination period, in a manner to be arranged by the instructor. The arrangements must be communicated to students at the beginning of the course.

A student shall be allowed to make alternative arrangements for the final only because of exceptional circumstances such as emergency or final examinations schedule conflict. Such exceptions must have the prior approval of the instructor.

An instructor shall be allowed to deviate from the published final schedule only if the change will not create a final schedule conflict or other hardship on any students. Any such change requires prior approval of the department chair at least two weeks prior to the start of final exams, and must be communicated to students in one week prior to the scheduled final examinations. See Resource Document J.

FINAL COURSE GRADE Also see FERPA

Do not inform students of their final course grade via email or by phone under any circumstance. You can provide the student his or her final course grade in person in private. Otherwise, only the Admissions and Records office is authorized to issue official statements of results (official transcripts can only be issued by the Registration Office).

FINAL EXAM GRADES FOR GRADUATING CANDIDATES

Fall semester and summer session grades are normally due at the scheduled date according to the Semester Calendar.

Spring semester grades for potential graduating candidates are due on or before Friday and no later than Saturday before all other students. The Office of Admission and Records will generate a listing of all graduating candidates and forward that listing to your respective Administrative Manager. Your Administrative Manager will then forward that listing to all faculties to help you identify graduating candidates in your class. You must review this list even if you are teaching entry level courses. See Semester Calendar, Resource Document A, for specific dates.

FORM 1

See Resource Document H

First three column of Form 1 is usually due at the beginning of the term and all completed Form 1s are due by the end of the term. Please check with your department chair whether your course is scheduled for assessment according to the APS Staggered Course Schedule.

GRADE APPEALS

The assignment of grades is a faculty responsibility. If a student disagrees with an assigned grade, he/she may choose to undertake an appeal process by following these procedures:

1. The student meets with the instructor for a review and justification of the grade.
2. If, after meeting with the instructor, the student still disagrees with the grade, he/she contacts the Chair of the department that offered the course for a further review.
3. The Department Chair meets with the instructor for a review and justification of the grade. The Department Chair performs the review if the instructor of the course is no longer employed by the college.
4. If the disagreement remains, the student may file an appeal to the Dean of Academic Programs and Services only after completing the above steps in an effort at a resolution.
5. If the disagreement remains after completing the above steps, the student may file a formal student grievance with the Office of the Dean of Student Services (See Student Appeal and Grievances Procedure).

An appeal for a grade change, if necessary, should be initiated as soon as possible but no later than the end of the following semester (excluding summer). Should a Grievance and Fairness Committee issue a decision to change the grade, the Dean of Student Services will notify the student in writing and issue a memorandum to the Registrar on the

decision of the committee to effectuate a change to the student's permanent academic record.

GRADE BOOK (Class Record Report)

Instructors are required to maintain a record of all the marks (raw scores) awarded to each student for each evaluation (assignments, mid-term exam, participation, final exam, etc.). These marks are used to evaluate student achievement and performance as well as to determine the student's final course grade.

Grade Quick grading software is available for developing a grade book for your course use, however, several instructors recommend using engrade.com or Excel to create a grade book. Please ask your department chair to help you choose a system to compile student grades.

GRADING SYSTEM

The following letter grades are used to indicate the quality of scholastic performance in courses taken for academic credit. Each letter grade earns the indicated number of "grade points" which are used to determine the student's "grade point average" (GPA), i.e., a measure of overall academic performance.

Grade	Interpretation	Grade Points
A	Superior	4 grade points
B	Above Average	3 grade points
C	Average	2 grade points
D	Below Average	1 grade point
F	Failing	0 grade points

In place of grades, the following symbols may be given but are not used in computing the GPA:

CIP	Course in Progress	To Be Determined
I	Incomplete	None
W	Withdrawal	None
UW	Unofficial Withdrawal	None
P	Pass	None
NP	No Pass	None
AU	Audit	None
TF	Technical Failure	None
CR	Credit	None

Letter Grade Equivalentents for Numerical Grades

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

CIP. A grade of “CIP” (Course in Progress) is designated for courses, which are designed to be completed after the normal semester ends. This grade is entered on the student’s transcript until the course is completed; at which time it is replaced by a regular letter grade.

The “I” or Incomplete Grade symbol may be awarded at the instructor’s discretion, subject to approval by the Department Chair, to students engaged in passing work who due to reasons beyond their control, have yet to complete a *small but essential part of the course work. This portion of the course work may consist of a final exam, a final research paper, a final project, or not more than two papers for an English Composition course.*

Unless there are extenuating circumstances that the instructor and Department Chair agree are valid reasons for postponing completion of the course work from the end of the term for a maximum of 12 months, the unfinished work should be completed and

submitted to the instructor as soon as practicable, but *no later than the middle of the following term*. Extenuating circumstances are generally considered to be situations over which the student has little or no control (e.g., personal illness or injury, birth of a child, death of a parent/spouse/child, and catastrophic illness in the immediate family, jury duty, and military service). The Department Chair will make final determination of the submission deadline.

If the course work is not completed and submitted by the established deadline, the “I” will automatically be changed to an “F” grade. If a student repeats a course for which an “I” grade was given, that grade will automatically be changed to an “F”.

An exception to this policy on Incomplete: (1) For those courses which do not use the “F” grade, the equivalent non-credit grade will be assigned, and (2) All grades of Incomplete must be resolved prior to certification for graduation. If a student who is applying for graduation has an unresolved Incomplete at the time the Registrar certifies their eligibility for graduation, the “I” will be changed to an “F” or equivalent non-credit grade and used in the final GPA calculation.

W. A Withdrawal “W” is entered on the student’s permanent academic record when a course is dropped in the manner indicated under “Schedule Adjustment: Add/Drop/Withdrawal.”

UW. An “**Unofficial Withdrawal**” is entered on the student’s permanent academic record when a student did not attend any class sessions for a course, or attended only during ADD/DROP period (first week of instruction) and never thereafter, and did not officially withdraw from the course. A “UW” will be entered on the student’s permanent record.

TF. A “**Technical Failure**” grade is used only for non-degree unit (NDU) courses. If a student’s academic performance proves to be inadequate, or if the student has excessive absences, a grade of “TF” will be entered on the student’s permanent academic record.

P or NP. There may be special circumstances wherein a student prefers a “P” (Pass) or “NP” (No Pass) option in lieu of a letter grade for a particular course. *This option may not be used for any course that is required for General Education or Program credits. It is only available for electives above and beyond required courses.* A student wishing to exercise this option must obtain the written permission of the instructor and the Department Chair during the regular registration period. A grade of “P” is given when the student, in the judgment of the instructor, has demonstrated an acceptable mastery of the subject matter to warrant being given credit for the course. A grade of “NP” is given when such is not the case.

A grade of “**P**” awards the student the number of academic credits assigned to the course, but it is not calculated in the student’s GPA. Students should be aware that a “P” grade is rarely accepted for transfer by other institutions of higher learning, nor can NMC convert a “P” grade to a letter grade for any reason. Grading for ED 492, Practicum in Student Teaching: A, Pass, No Pass (A, P, NP).

AU. Audited courses are designated by the symbol “AU” on the student’s transcript [see AUDITING COURSES (NO CREDIT)].

NP. “NP” (No Pass) is a specific symbol reserved for English Language Institute (ELI) courses, developmental mathematics courses, and developmental reading and writing courses for the deaf and hard of hearing.

Some students may make progress in fulfilling proficiency requirements for such courses, but not enough progress to receive a “P” and move on to the next level. In such cases they receive a symbol of “NP”, and must register for and retake the course until the required proficiency has been reached. An “NP” symbol indicates that the student is making progress within that level, but needs more practice before qualifying for promotion to the next level.

The “NP” symbol is not a failing grade. A failing grade of “TF” is given to an ELI or developmental math student whose performance has been inadequate. Grading for ED 492, Practicum in Student Teaching: A, Pass, or No Pass (A, P, NP).

NDU. This is an abbreviation for “Non-degree Unit”, and indicates that the credits earned are for developmental courses not counted toward the total credits required for the Associate Degree.

Note: Grades of CIP, I, W, P, NP, TF and AU, are not included when computing a student’s GPA. Recipients of financial aid or veteran educational benefits should also note that grades of “TF”, “NP” and “AU” cannot be used to meet “satisfactory progress” requirements.

CR. “Credit”: The “CR” symbol is reserved for Advanced Placement only.

HELP DESK

Please email Administrative Manager for a Help Desk request for any issues with your classroom, electrical, etc.

HUMAN RESOURCES

Employment Application completed

You must complete an employment application with the Human Resources Office. Visit our website: www.nmcnet.edu or stop by their office for more information.

Most updated Curriculum Vitae

It is recommended that you submit a copy of your most current vitae with HR office as well as with the department chair for future references.

Interview with Department Chair

You must interview with your respective department chair. Some administrative matters may be discussed such as institutional policies and expectations.

Credential verification completed

Be sure to follow up with the department chair whether your credentials have been certified by the Dean of Academic Programs & Services and HRO. You must be certified before you are placed on the semester schedule.

INDEPENDENT STUDY

Students who wish to study a topic not covered in courses regularly offered by the College may be able to earn credit for the course by independent study. Independent study requires that the student create a written plan of study and submit it for departmental approval; register and pay tuition for a 190/290 “Special Projects: Independent Study” course; study the course matter privately; meet with an instructor appointed by the Department Chair for a certain number of consultations; and complete the assigned course work. Availability of this option depends on:

1. The nature of the subject matter involved;
2. The student’s potential for successfully completing the independent study requirements;
3. The willingness of a faculty member to supervise the independent study;
4. Submission of a form describing the conditions of study and the course requirements, signed by the student and the instructor; and
5. The written approval of the Department Chair.

When these conditions have been met, the Department Chair will request that the Dean of Academic Programs and Services create a schedule listing for the course using the IS (Independent Study) course alpha numeric code.

In addition to the regular tuition for the course, a fee of \$40 is charged for each course taken by independent study. This option is normally not available for courses regularly offered by the College, except by approval of the Dean of Academic Programs and Services.

INSTRUCTOR CHECKLISTS

Pre-course

Confirm and agree upon the course dates and instructional fees with the Department/Program Office.

Pick up textbook(s) and submit any material and supply list to your Department/Program Office.

Review course syllabus and course guide and course materials (if available) such as the textbook and handouts. Return any revisions to your Department/Program Office for approval. Note that some items, such as course learning outcomes and assessments, cannot be changed without prior Program Office approval.

Arrange for classroom layout and classroom equipment, including special audio/video requests.

Obtain authorization from your Department/Program Office for any planned off-grounds activity.

The First Session Checklist

The following "checklist for success" should help you in your first class meeting.

Arrive early to check and prepare the classroom, test audio-visual equipment, etc.

Review the course syllabus and provide an overview of the course. Take a minute to emphasize the potential benefits of taking your course.

To minimize making copies of your syllabus to each student, prepare an Information Card (Name, NMC Student Email Address, etc). Announce that you will email a PDF file of your syllabus. This should leave a few students who may need a hard copy.

Verify that all students are listed on the class list. If you have students who are not on the class list, please contact the Administrative Manager.

Discuss the Code of Student Conduct and the College's expectations regarding conduct.

You may want to ask students to introduce themselves to each other or do an "icebreaking" exercise, in order to encourage interaction and discussion.

Describe your system of testing, assignments and grading. Concentrate on what you feel constitutes successful performance by students.

Solicit student feedback, questions and reactions to material presented to this point.

Begin presenting course material.

End of Course

Administer course evaluations.

Administer final exam.

Return all student-work. Any left-over student work should be handed to the Department/Program Office.

Post-course

Complete all grading and submit to your Department/Program Office according to their deadlines.

Complete End of Term Checklist.

One of the most frequent reasons students give for dropping out of a course early in the term is that they don't understand what is expected of them and that they perceive the instructor to be unapproachable for clarification.

LAPTOP Also see Office Space.

LIBRARY SERVICES

The mission of the Library Services and Programs at the Northern Marianas College is “to provide both resources and an environment that enhances and encourages the college’s academic and community-based programs.”

The Library supports instructional curriculum and academic research for students in their courses of study. The primary goal of the library is to offer a wide range of services to both NMC students and faculty by maintaining a collection comprised of texts, audiovisual (AV) materials and electronic resources that reflect the needs of instructional programs, NMC's diverse student population and its faculty. The Library also promotes information literacy through ongoing instruction and outreach, and strives to continually offer increased access to online resources and other electronic databases.

At present, Library Services and Programs houses four distinct libraries all located in Building O on the Saipan Campus. The libraries on the Saipan Campus are the Olympio T. Borja Memorial Library, the Pacific Collection, the Commonwealth of the Northern Mariana Islands (CNMI) Archives, and the Curriculum Resource Center (CRC), an education library held in concert with the School of Education.

MATERIALS AND SUPPLIES

You can request for materials and supplies from your respective Administrative Manager such as chalks or whiteboard markers if needed.

MAILBOX

All adjunct faculties will have a mailbox available to them in the department/division area. Make sure to locate your mailbox and look for college information, departmental updates, and other mail items throughout the semester/session.

MAP See Resource Document I

MISSING A CLASS Also see Cancelling a class

NO SHOW STUDENTS Also see Add/Drop/Withdrawal Week.

Registered students who do not attend any class session or attend only during the first week of instruction and never thereafter will receive a “UW” grade for the course. UW grades are posted on the first day of the fourth week of instruction. “UW” and “W” grades are entered on students’ permanent academic record (transcript). A student with a “UW” or “W” grade may not re-enter the class.

This statement is required in all course syllabuses. Please be diligent in monitoring absences during second week of instruction. The Office of Admissions and Records will be soliciting all faculties to submit an attendance report at the beginning of the term. Maintain accurate class rolls or attendance.

All faculties are to report any student(s) being reported as a “No Show” but any students who show: Poor Academic Performance, Poor Attendance/Tardiness, Behavioral Issues, Student Displays Signs of Distress, or may Need Tutoring.

OBSERVATION

Classroom observations will be conducted during each term. There must be a pre-observation conference either in person or via email. However, post-observation must be done in person and documented. Each program/department uses different observation forms. Contact respective department chair for a sample form.

OFFICE HOURS

Adjunct instructors are expected to be accessible to their students either in person, by telephone, or by e-mail.

OFFICE SPACE/COMPUTER/LAPTOP

Office space and office equipment such as a laptop can be provided but not required and only upon availability of office space and equipment.

ONLINE COURSES See Resource Document J

Distance Learning Education (www.courses.nmcnet.edu)

Distance education through NMC Online - MOODLE offers instructors and students a convenient way for interactive online classes. A wide variety of online courses are available. Degree or certificate-seeking students can take up to 50% of a program's credits online. Our online courses are fully accredited and offer the same high quality of instruction and rigor as traditional classes. Registration, courses content, and course credit hours are the same as for equivalent courses held face-to-face on campus. Prerequisites and placement levels for online courses are equivalent to face-to-face courses. Anyone eligible to take courses at NMC may enroll in distance education online courses. In order to teach a distance education course and instructor must have completed the NMC Online (MOODLE) Training. This training is available for both full-time and adjunct faculty. Upon completion of the NMC Online training the instructor will be able to fully meet the 15 outcomes that will assist the instructor for online success.

NMC Online courses are every bit as demanding as traditional courses. In order to succeed in a distance education course, you must be self-motivated and be able to work well independently with minimum supervision. You must be able to manage your time effectively and stay on track with your coursework, grading, discussions, and interactive activities. Students will also need strong reading and study skills.

Although challenging, online courses are designed for optimum schedule flexibility, allowing you to balance your studies with work, family, and other life responsibilities. By

providing online courses in flexible formats that allow you to study anytime and anywhere, NMC Online lowers barriers to education.

Online courses require a consistently reliable internet connection. All coursework is accomplished online. To succeed in an online course, you must meet these requirements:

- Access to a computer with minimum technical requirements.
- A consistent and reliable internet connection.
- A NMC student email address.
- Basic computer skills.
- The ability to download and install applications or plug-ins.
- The sufficient time to devote to your coursework.

Contact Amanda Allen, Director of Distance Education ex- 1020 email: amanda.allen@marianas.edu for specific information on NMC Online courses. Do keep in mind all courses must be approved by the respective NMC Department Chairs/Directors. NMC Online Request form is attached as Resource Document J.

NMC Online Courses:

Online courses include interactivity and content delivered though NMC Online. Required arranged/proctored exams are allowed. Optional meetings allowed if content can also be obtained online, may include on-campus orientation, these courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

NMC Hybrid Courses:

Hybrid courses are a combination of online and on-campus instruction; hybrid students meet regularly on-campus for at least 50% of the contact hours with the remained being taught through NMC Online. These courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

NMC Web-Enhanced:

Web-enhanced courses are traditional face-to-face classes that are augmented with NMC Online. However, unlike hybrid courses, web-enhanced classes continue to hold all of their meetings for the full required contact hours traditionally on-campus. These courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

ORIENTATION

All adjuncts are required to attend an orientation conducted by the institution and may be asked to attend an orientation with their respective department. This orientation is a general overview of the college's expectations and to offer support and training to help you succeed.

PAYROLL

Adjunct payment schedule will be communicated by the respective department chair at the time of departmental orientation and an email to follow at the beginning of the semester.

POLICIES Also see Resource Document K

Academic Policies

- Professional Ethics 3001
- Instructional Obligation 3002
- Academic Freedom and Responsibility 301.1 (*replaces BOR Policy 3004*)
- Office Hours 3005
- Academic Dishonesty 3010
- Student Evaluations of Course and Instructor 3011
- Class Attendance 3012
- Class Meetings 3014
- Facilities Problems 3015

- Evaluation of Student performance: Criteria for Grading and for a Grade of “Incomplete” 3016
- Changing Grades 3017
- Final Examination 3019
- Privacy Rights of Students 3021
- Nondiscrimination and Affirmative Action 3022
- Withdrawal and Add/Drop Procedures 3025
- Student Appeal Process 3029
- Evaluation of Instructional Faculty 3033
- Quality of Instruction 3034
- Drug Free Workplace, Smoking Tobacco and Betel Nut Chewing 907 (*replaces BOR Policy 4920 & 4921 (Part VII. G & J Conduct Rules and Expectations-Drugs and Alcohol and Smoking and Tobacco, Betel Nut Chewing)*)
- Program Guarantee 303.1
- Political Activities 301.2 (*replaces Board Policy Human Resources Part VII.F Political Activities as amended on 3/11/2011*)

HRO Policies

- Employee Discipline VII.B
- Workplace Violence Prevention VII.H
- Professional Image and Dress Code VII.I
- Relationships with Students
- Media Relations Protocol VII.K
- Program Review VII.L

POLICY ON SEXUAL HARASSMENT

NMC is fully committed to all federal, commonwealth, and local human rights and equal opportunity laws. Title VII of the Civil Rights Act of 1964, with the 1991 amendments, and Title IX of the Education Amendments of 1972 are strictly

enforced. This legislation specifically prohibits sexual discrimination in employment, and in educational programs and services, respectively.

Students have the right to gain access to and complete an educational program at NMC. Interference with students' admission to and successful completion of their education by any person through unlawful sexual conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student's education through any means of sexual harassment or intimidation.

A student who feels that he/she has been sexually harassed may file a complaint with the Director of Counseling Programs and Services or the Dean of Student Services.

RETENTION OF STUDENT WORK

All projects, assignments, essays, etc., should be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which should be returned by the date of the scheduled final examination by the last day of the examination period.

Instructors should ensure they do not keep student work. Any left-over student work should be turned over to the Program Office immediately upon completion of all course-related duties.

SECURITY Please call campus security at 888-1911 or 234-5498 x. 6800.

At the As Terlaje Saipan campus, the Safety and Security Office is located in the Administrative Services Office in Building O-1. Security personnel are on campus 24 hours, seven days a week. The Safety and Security Office may be contacted by dialing extension 1911 from any telephone on NMC's system or at 234-5498 extension 6800 from any other telephone on or off campus. For police, fire, and medical emergencies, the CNMI Department of Public Safety (DPS) should be contacted by dialing 911.

Escort services to vehicles are provided upon request. To make a request, visit the Safety and Security Office or call extension 6800.

Any person or student who witnesses a criminal activity should immediately report it to the Safety and Security Office. Any activity observed that could result in harm to an individual, and any medical emergency or fire should be reported directly to DPS, then to the Safety and Security Office. If you are a witness to a crime, you are encouraged to provide the Safety and Security Office and DPS all information you have that may lead to solving the crime. It is your civic duty to report crimes.

SUPPLIES Also see Materials.

SYLLABUS See Resource Document L

Develop a course syllabus based on the approved college outline. A syllabus is a learning plan designed by the instructor to inform students about the learning outcomes, assessment requirements, grading criteria, attendance standards, instruction and institution policies and support services. A copy of your syllabus is to be provided to each student by means of hardcopy or via-email.

Be sure to request for a syllabus template and a sample model syllabus you can use to create your syllabus for your course. SLOs, PLOs, and GEOs must be imbedded into your syllabus.

Meet and teach assigned classes in accordance with course outlines, including specified textbooks.

TESTING SERVICES

The college is a licensed and authorized testing center for numerous national. These tests include the PRAXIS Series Test, the Scholastic Assessment Test (SAT I and SAT II), the

Test of English as a Foreign Language (TOEFL), the Graduate Record Examination (GRE Subject Tests only), the Secondary School Admission Test (SSAT), and the Law School Admission Test (LSAT), and other examinations leading to professional certification or licensure.

The Testing Center has fourteen computers that run on a separate network with a dedicated 6MB internet speed.

Testing dates are scheduled each academic year. A schedule of times, places, requirements and test registration forms are available at the Testing Center (Bldg. I).

TEXTBOOK

Textbooks and other materials from Administrative Manager will be distributed upon certification of your employment.

TIMESHEETS

Timesheets will be prepared and disseminated to your mailbox for signature. Payment schedule for all adjunct faculties are distributed during the middle of the semester or during the 6th – 8th week of instruction. After the first payment, timesheets will be submitted bi-weekly and payments distributed on a bi-weekly basis until the end of the semester. Final payments, however, will be released only after the timesheets, payment authorization, and the End of Term Check-Off List have been submitted to Payroll.

TRANSFER ADMISSION PLANNING

The Counseling Center keeps catalogs and transfer admissions information for select four-year colleges and universities on Guam, Hawaii, and the U.S. Mainland. The counseling staff also work closely with academic departments to develop transfer articulation agreements with these schools and a system for tracking transferable courses. All NMC students have access to the Counseling Center staff, computers, and printing in preparation for transfer to a four-year college/university beyond NMC.

TWO WEEK NOTICE

In the event that you are unable to complete the semester, a two week notice is required to the department chair to end adjunct work.

WITHDRAWAL Also see Add/Drop/Withdrawal Week

Complete Withdrawal

Students who wish to withdraw completely from the College must do so by the deadline for dropping a class.

A specific complete withdraw deadline is announced in each term's *Schedule of Courses*. A student who chooses and initiates a withdrawal from courses prior to the complete withdraw deadline will receive a "W" in place of a grade for enrolled courses. Students must complete the following procedures when initiating a complete withdraw from the College:

1. Obtain a Complete Withdrawal Form from your advisor or from the Office of Admissions and Records (Bldg. N, Room 3).
2. Proceed to the Counseling Programs and Services office (Bldg. I) for an informational interview.
3. Proceed to the Office of Admissions and Records (Bldg. N, Room 3) to have your Complete Withdrawal Form processed.
4. Proceed to the Financial Aid Office (Bldg. N, Room 2) for financial aid award adjustment, if applicable.
5. Proceed to the NMC Finance Office (Bldg. N, Room 4) for financial adjustment and final processing.

Medical Withdrawal

Students unable to continue enrollment in a course(s) due to illness, injury, or mental health reasons, after the withdrawal deadline, may request approval for a

medical withdrawal. The request for medical withdrawal must be accompanied by a doctor's justification of the student's inability to continue enrollment. The Medical Withdrawal must be approved by the student's advisor and the Director of Admissions and Records or the Registrar. Students will receive a "W" for the course(s).

Withdrawing For Active Military Duty

NMC students serving in the U.S. Armed Forces may be called to active duty status at any time. Such students will be allowed to withdraw completely from courses without academic repercussion at any time during the relevant term.

Students called to active military duty and who are withdrawing from courses for that reason are assured of the following:

1. A "W" will appear on their academic transcript for course (s) from which they have officially withdrawn; and
2. Students receiving federal financial assistance will not be placed on probationary status for federal financial aid.

For approval of complete withdrawal from courses under these circumstances, the student must obtain, complete, sign, and submit a Complete Withdrawal Form to OAR, along with a copy of his/her military confirmation of return to active duty status.

Students who are withdrawing from courses for medical or military reason, and who are receiving CNMI Government financial assistance, should contact the CNMI Scholarship Office and/or the Saipan Higher Education Financial Assistance (SHEFA) Office regarding their scholarship and enrollment status.

WORK LOAD (ACADEMIC)

A 3-credit course requires the student and instructor to come in contact with each other for at least 37.5 hours during the semester. Traditionally, fulfillment of these contact hours is manifest in weekly meetings in class for at least 3 hours per week. Hence, a 3-

credit course is equivalent to a student meeting an instructor for a minimum of 3 hours per week.

A student enrolled at NMC as a full-time student during the fall or spring semesters must register for at least 12 credits. This is typically a schedule with four or five courses. As indicated by the definition of contact/clock hours per credit hour, a student enrolled in at least 12 credits will be expected to meet with all course instructors for a cumulative minimum of 12 hours per week throughout the semester.

A student's expected workload in connection to credit hours is much more than the minimum contact hours an instructor is required to have with a student. In most cases, a student's workload is three times (3X) the actual contact/clock hours a student and instructor are responsible for maintaining throughout the semester. A student's workload is comprised of actual contact hours, but may also include research, group and individual study, field work, etc. that occurs after class time. Students are advised to observe the following formula in preparation for coursework and effective time management:

- 1 credit = 1 hour in class + 2 hours study/week
- Most NMC courses are 3 credits each, so:
- credits = 3 hours in class + 6 hours of study/week
- A student enrolled in 12 credit hours, for example, should expect to commit to a workload of approximately 36 hours per week.

MATHEMATICS DEPARTMENT

Departmental procedures on NDU math Exit Exams:

The mathematics department currently has two full time instructors who prepares, organizes, and coordinates math exit exams during finals week.

The Exit Exam is worth 100% of the student's grade who are in MA 087, MA 089, and MA 091. To pass the course, a student must achieve a score of 70% or greater on the Exit Exam. Students from all sections must take the Exit Exam. There will be no make-up exams, whatsoever. Failure to take the Exit Exam results in failure of the course.

NOTE: If the student's overall in-class average at the end of the semester is greater than or equal to 70%, four (4) extra points will be added to the student's Exit Exam score, otherwise, no extra points will be added to the student's exit exam score. All in-class grades submitted to the department prior to the exit exam are final. This will determine if the student receives the four (4) extra points towards his or her final exit exam score. If an instructor fails to submit their in-class grade to the department prior to the exit exam, those affected students will not receive the four (4) extra points.

Students with a technical failure (TF) grade cannot take the exit exam. Furthermore, incomplete grades are not allowed for non-degree unit (ndu) classes.

Departmental procedures on Math 132 and Math 161 Exams:

Students who are enrolled in MA 132 and MA 161 as well as other college level math courses will take a comprehensive exam administered during the math exit exam. Student's exam score will be averaged to the in-class grade earned and calculated according to the instructor's grading scale.

Adjunct instructors are strongly encouraged to come to the exit exams. Translation dictionaries are allowed for all exams. Writing utensils and calculators will not be provided. Remind students to bring their own.

Exam Procedures for the following students:

MA 087:	MA 089:	MA 091:
Cheat Sheet = NO Calculator = NO Chapters 1-4	Cheat Sheet = NO Calculator = YES Chapters 5-9.3	Cheat Sheet = YES Calculator = YES Chapters 1-7
MA 132:	MA 161:	
Cheat Sheet = YES Calculator = YES Chapters 1-7	Cheat Sheet = YES Calculator = YES Chapters 1-6	
Cheat Sheet:	Extra Credit for NDU math	Grades for NDU math classes only:
1 standard piece of paper 8.5” x 11”, front and back; Cheat Sheets will be collected at the end of the exam	classes only: If the student’s in-class overall grade average at the end of the semester is > 70% then 4 extra credit percentage points will be added to their Exit Exam grade	PASS: > 70% on the exit exam, including the 4 extra credit points if earned; NP: < 70% on the exit exam, including the 4 extra credit points if earned; TF: Absent 15% of the classes (2 tardies = 1 absent). Students with a TF grade in the course cannot take the Exit Exam; Incomplete: Not allowed for NDU classes

Challenging an NDU math class:

A student wishing to challenge an NDU math class must obtain written request from his or her instructor to the NDU math coordinator and Department Chair. The NDU math coordinator will administer the examination. At the event that the student was successfully able to pass the challenge test, the student will be issued a new placement.

As instructors, please be mindful that upon requesting to support a student's appeal to challenge an NDU math test, that the student has the capability to pass the challenge test. The department recommends not encouraging students in challenging an NDU math test if they have demonstrated poor attendance, late and no submission of class work, poor test scores, etc.

NOTE: Students can only challenge the same class once in a semester.

SCIENCE DEPARTMENT

Presently, the Department includes Science/NRM, with a Department Chair-cum-Natural Resource Management Coordinator/Instructor (DC); the professional background has one (1) PhD, one (1) Master degree holder and one (1) Associate Degree for Administrative Staff position. The Science courses also have three dedicated classrooms in building B also used as lab equipped with recently installed Smart board.

HEALTH AND ATHLETICS DEPARTMENT

Other facilities for Liberal Arts Program also include the institution's gymnasium. The gymnasium houses the Health and Athletics department. Currently, there are two full time faculties who are assigned to occupy an office space at the gymnasium along with other adjunct faculties. The gymnasium includes an office space, shower and locker room, and basketball/volleyball court. The health and athletics instructors includes a faculty and gym manager who supervise the usage of the facility where classes as well as numerous athletics tournaments are held six days a week as early as eight in the morning till eight to nine o'clock at night.

LANGUAGES AND HUMANITIES

The NMC Languages and Humanities Department provides for the growing and diverse language needs of the CNMI, and also offers courses in humanities which emphasize critical thinking skills.

The Department offers courses in four areas:

- The English Language Institute (ELI) provides listening and speaking, reading and vocabulary, and writing and grammar classes, targeting the range of students from those with limited English ability to students with advanced developmental English skills;
- For students who have completed the ELI, or who have placed into college-level English classes, the Department offers two courses in college composition (EN 101 and EN 202).
- The Languages and Humanities Department offers classes in languages such as Carolinian, Chamorro, Chinese, Japanese, American Sign Language, and Spanish;
- The Department offers courses in humanities such as literature, speech, and philosophy. critical thinking skills are emphasized.

NDU Writing Exams (EN 074, EN 084 and EN 094)

Each NDU writing class has a final exam, given in the regular classroom and scheduled in accordance with the Final Examination Schedule sent each term to all faculties. Depending on the level, the exam requires the students to write a paragraph or a 5-paragraph essay. The exam is scored by the instructor as well as two other writing instructors. Below are the responsibilities of all writing instructors:

- Schedule the final exam on what is called “the white board” in Building M. It is strongly recommended that all final exams in writing classes be scheduled for the first day of final exam week.
- Make arrangements with two full-time writing instructors (“readers”) to help score your final exams.

- Retrieve the scored final exams from these instructors.
- Please note that it is the instructor, not the two readers, who determine the final grade. The scores given by the two readers are to be used as guidelines only.
- The final grade should not be based solely on the final exam. The instructor should take into account other factors, preferably performance on other in-class work similar to the final exam.
- Submit final grades along with the scores on the exams to the Administrative Manager as well as the Data Base Manager.

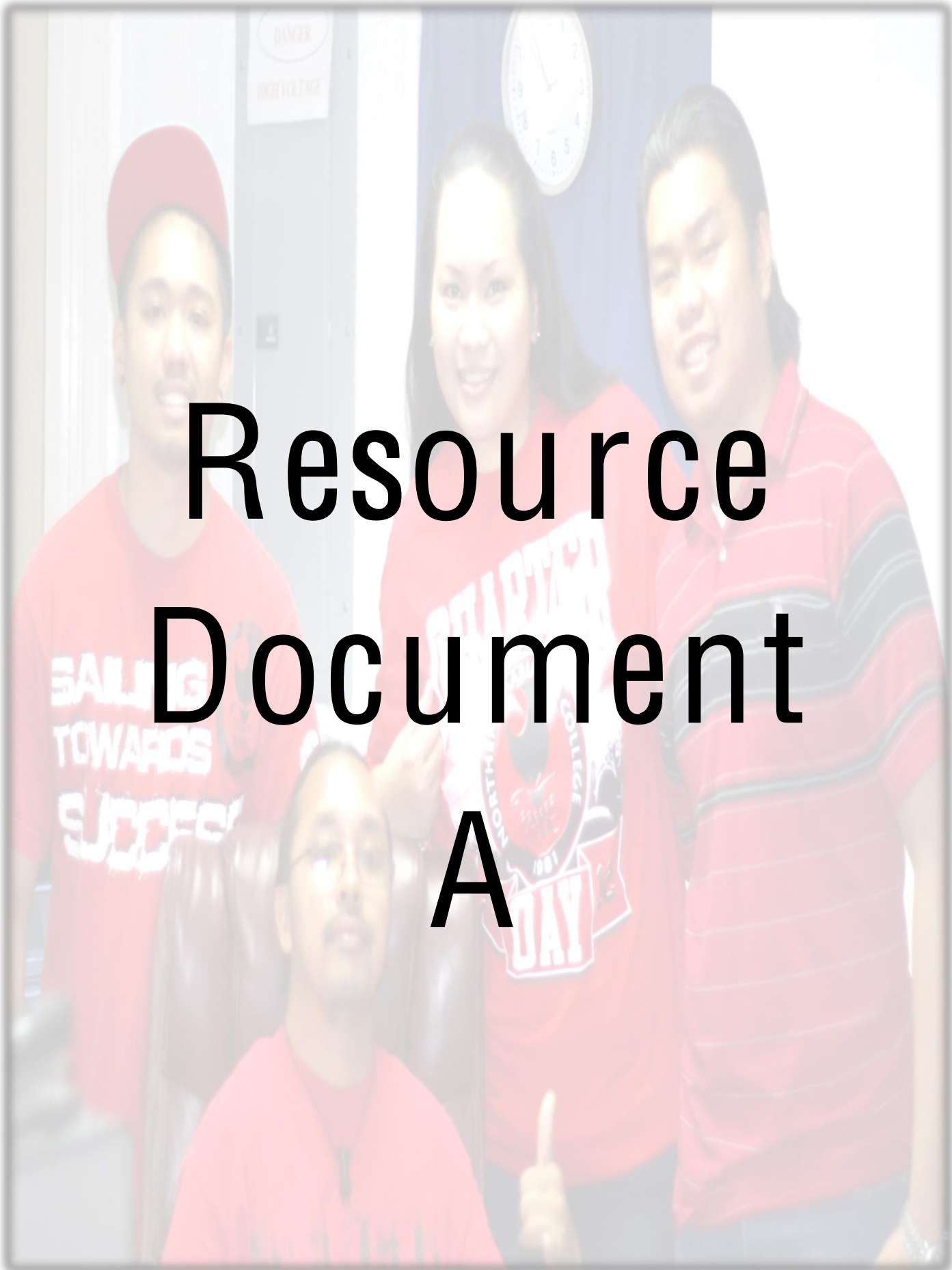
NDU Reading Exams (EN 073, EN 083 and EN 093)

During final exam week, the instructor administers an agreed-upon, department-approved final exam for that particular course to his or her sections. One exam is given for all sections of EN 093, one for all sections of EN 083, and one exam for all sections of EN 073.

SOCIAL SCIENCES AND FINE ARTS

The Social Sciences and Fine Arts Department is a diverse academic unit housing a wide variety of liberal arts disciplines (Art, Behavioral Science, Drama, Geography, History, Law, Music, Political Science, Psychology, and Sociology), which comprise some of the general education curriculum requirements and a majority of the electives for the associate degrees. The department offers as a multidisciplinary course SO 297 Current Issues in the CNMI and BE 111 College Success, which are two of the core course requirements for all NMC associate degrees. In addition, the department houses the College's Criminal Justice degree program.

The department chair and faculty are members of many college committees, and are active participants in various community activities. The department is currently staffed by three full-time instructional faculties, an instructor/program coordinator for criminal justice, an administrative manager, and a department chair. It also employs, as needed, a number of adjunct instructors each semester in order to meet student demand for courses and programs within its purview.

A group of four people, three standing and one sitting, are shown in a room. They are wearing red clothing. The standing person on the left wears a red cap and a red t-shirt with the text 'SAILING TOWARDS SUCCESS'. The person in the center is wearing a red t-shirt with a logo that includes 'NORTHWESTERN COLLEGE' and 'DAY'. The person on the right is wearing a red and black striped polo shirt. The person sitting in the foreground is wearing a red t-shirt and glasses. In the background, there is a clock on the wall and a sign that reads 'DANGER HIGH VOLTAGE'.

Resource Document A

ACADEMIC CALENDAR

The regular academic year at Northern Marianas College extends over ten months. The Fall semester begins in August and ends in December; the Spring semester begins in January and ends in May. The length of summer session courses varies according to the course. All regular academic courses meet for a minimum of 12.5 actual contact/clock hours per credit hour.

FALL 2012 SEMESTER CALENDAR

August 1, 2012	Student Orientation for New and Returning Students
August 6, 2012	Student Orientation for International Students
August 6, 2012	Faculty Return for Fall 2012 Semester
August 7, 2012	Professional Development Day
August 8-9, 2012	Student Orientation for New and Returning Students
August 10, 2012	Early Registration for: Spring 2013 Potential Graduates, Troops to Teachers, Volunteers for Fall Registration, and NMA Students
August 13-16, 2012	Registration
August 17, 2012	Late Registration
August 20, 2012	First Day of Classes
August 20-24, 2012	Add/Drop Week (100% Refund)
August 20-24, 2012	Welcome Week
August 31, 2012	Last Day to Withdraw for 80% Refund
September 3, 2012	HOLIDAY – Labor Day
September 7, 2012	Last Day to Withdraw for 40% Refund
October 5, 2012	Last Day to Withdraw from Course(s)
October 8, 2012	HOLIDAY – Commonwealth Cultural Day
November 5, 2012	HOLIDAY – “November 4 th Citizenship Day” Observed
November 12, 2012	HOLIDAY – “November 11 th Veterans Day” Observed
November 22, 2012	HOLIDAY – Thanksgiving Day
December 7, 2012	HOLIDAY – “December 8 th Constitution Day” Observed
December 8, 2012	Last Day of Classes
December 10-15, 2012	Final Exam Week
December 17, 2012	Grades Due

SPRING 2013 SEMESTER CALENDAR

January 2, 2013	Student Orientation for New and Returning Students
January 7, 2013	Student Orientation for International Students
January 7, 2013	Faculty Return for Spring 2013 Semester
January 9-10, 2013	Student Orientation for New and Returning Students
January 11, 2013	Early Registration for: Spring 2013 Potential Graduates, Troops to Teachers, Volunteers for Spring Registration, and NMA Students
January 14-18, 2013	Registration
January 21, 2013	HOLIDAY – Martin Luther King Day
January 22, 2013	First Day of Classes
January 22-25, 2013	Late Registration
January 22-25, 2013	Add/Drop (100% Refund) and Welcome Week
February 1, 2013	Last Day to Withdraw for 80% Refund
February 8, 2013	Last Day to Withdraw for 40% Refund
February 18, 2013	HOLIDAY – Presidents’ Day
March 8, 2013	Last Day to Withdraw from Course(s)
March 25, 2013	HOLIDAY – Commonwealth Covenant Day
March 25-30, 2013	SPRING BREAK
March 29, 2013	HOLIDAY – Good Friday
May 11, 2013	Last Day of Classes
May 13-18, 2013	Final Exam Week
May 18, 2013	Grades Due for Graduation Candidates
May 20, 2013	Grades Due for All Other Students

FALL 2013 SEMESTER CALENDAR

July 31, 2013	Student Orientation for New and Returning Students
August 5, 2013	Student Orientation for International Students
August 5, 2013	Faculty Return for Fall 2013 Semester
August 6-7, 2013	Professional Development Days
August 7-8, 2013	Student Orientation for New and Returning Students
August 9, 2013	Early Registration for: Spring 2014 Potential Graduates, Troops to Teachers, Volunteers for Fall Registration, and NMA Students
August 12-16, 2013	Registration
August 19, 2013	Petition for Spring 2014 Graduation Begins
August 19, 2013	First Day of Classes
August 19-23, 2013	Late Registration
August 19-23, 2013	Add/Drop (100% Refund) and Welcome Week
August 30, 2013	Last Day to Withdraw for 80% Refund
September 2, 2013	HOLIDAY – Labor Day
September 6, 2013	Last Day to Withdraw for 40% Refund
October 4, 2013	Last Day to Withdraw from Course(s)
October 14, 2013	HOLIDAY – Commonwealth Cultural Day
November 4, 2013	HOLIDAY – Citizenship Day
November 11, 2013	HOLIDAY – Veterans Day
November 28, 2013	HOLIDAY – Thanksgiving Day
December 6, 2013	Last Day of Classes

SPRING 2014 SEMESTER CALENDAR

January 2, 2014	Student Orientation for New and Returning Students
January 6, 2014	Student Orientation for International Students
January 6, 2014	Faculty Return for Spring 2014 Semester
January 8-9, 2014	Student Orientation for New and Returning Students
January 10, 2014	Early Registration for: Spring 2014 Potential Graduates, Troops to Teachers
January 13-17, 2014	Volunteers for Spring Registration, NMA Students
January 20, 2014	Registration
January 21, 2014	HOLIDAY – Martin Luther King Day
January 21-24, 2014	First Day of Classes
January 21-24, 2014	Late Registration
January 31, 2014	Add/Drop (100% Refund) and Welcome Week
February 7, 2014	Last Day to Withdraw for 80% Refund
February 17, 2014	Last Day to Withdraw for 40% Refund
March 7, 2014	HOLIDAY – Presidents' Day
March 24, 2014	Last Day to Withdraw from Course(s)
April 14-19, 2014	HOLIDAY – Commonwealth Covenant Day
April 18, 2014	SPRING BREAK
May 10, 2014	HOLIDAY – Good Friday
May 12-17, 2014	Last Day of Classes
May 17, 2014	Final Exam Week
May 19, 2014	Grades Due for Graduation Candidates
	Grades Due for All Other Students

FALL 2014 SEMESTER CALENDAR

July 30, 2014	Student Orientation for New and Returning Students
August 4, 2014	Student Orientation for International Students
August 4, 2014	Faculty Return for Fall 2014 Semester
August 5-6, 2014	Professional Development Days
August 6-7, 2014	Student Orientation for New and Returning Students
August 8, 2014	Early Registration for: Spring 2015 Potential Graduates, Troops to Teachers, Volunteers for Fall Registration, and NMA Students
August 11-15, 2014	Registration
August 18, 2014	Petition for Spring 2015 Graduation Begins

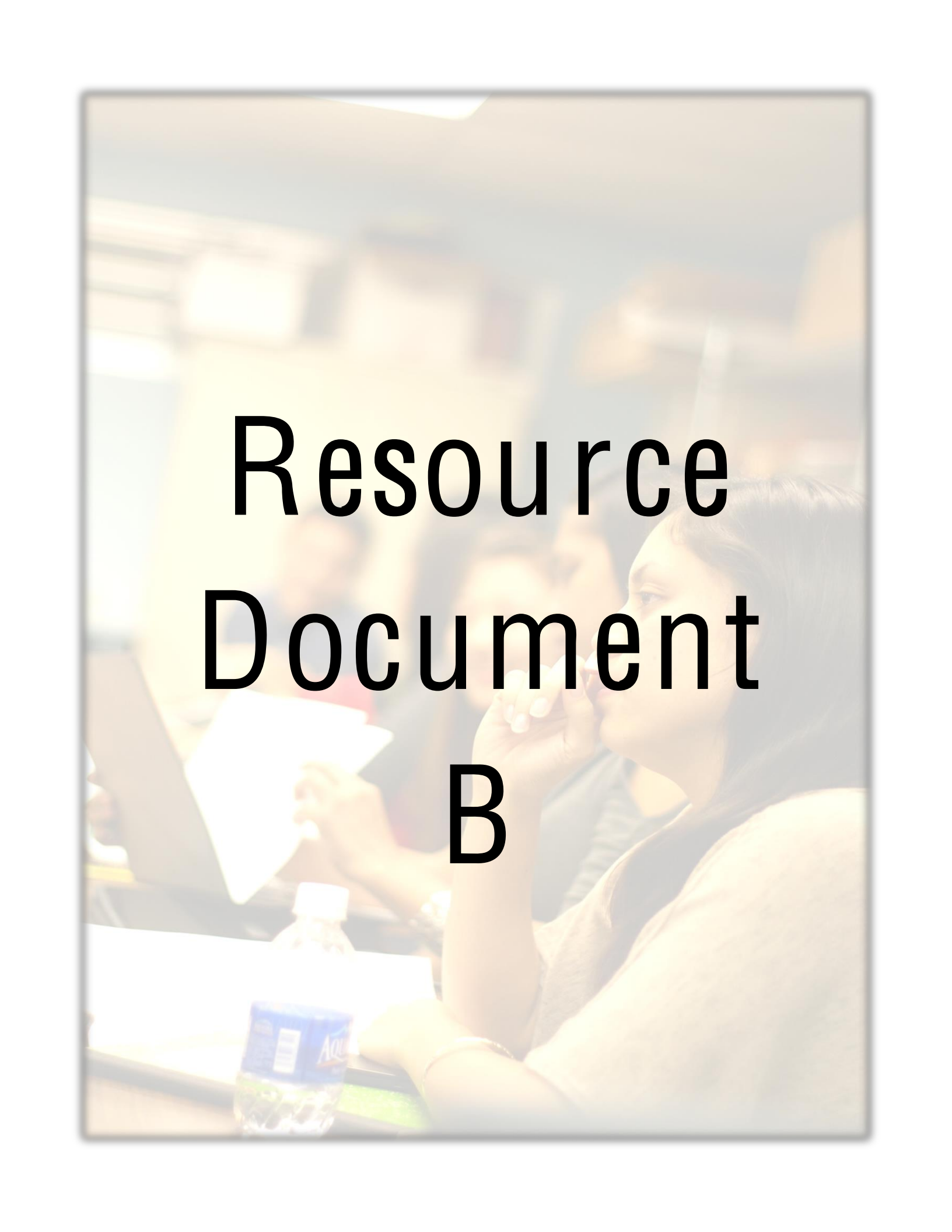
August 18, 2014	First Day of Classes
August 18-22, 2014	Late Registration
August 18-22, 2014	Add/Drop (100% Refund) and Welcome Week
August 29, 2014	Last Day to Withdraw for 80% Refund
September 1, 2014	HOLIDAY – Labor Day
September 5, 2014	Last Day to Withdraw for 40% Refund
October 3, 2014	Last Day to Withdraw from Course(s)
October 13, 2014	HOLIDAY – Commonwealth Cultural Day
November 4, 2014	HOLIDAY – Citizenship Day
November 11, 2014	HOLIDAY – Veterans Day
November 27, 2014	HOLIDAY – Thanksgiving Day
December 6, 2014	Last Day of Classes
December 8-13, 2014	Final Exam Week
December 15, 2014	Final Grades Due

SPRING 2015 SEMESTER CALENDAR

January 5, 2015	Student Orientation for International Students
January 5, 2015	Faculty Return for Spring 2015 Semester
January 6-8, 2015	Student Orientation for New and Returning Students
January 9, 2015	Early Registration for: Spring 2015 Potential Graduates, Troops to Teachers, Volunteers for Spring Registration, and NMA Students
January 12-16, 2015	Registration
January 19, 2015	HOLIDAY – Martin Luther King Day
January 20, 2015	First Day of Classes
January 20-23, 2015	Late Registration
January 20-23, 2015	Add/Drop (100% Refund) and Welcome Week
January 30, 2015	Last Day to Withdraw for 80% Refund
February 6, 2015	Last Day to Withdraw for 40% Refund
February 16, 2015	HOLIDAY – Presidents’ Day
March 6, 2015	Last Day to Withdraw from Course(s)
March 24, 2015	HOLIDAY – Commonwealth Covenant Day
March 30 - April 4, 2015	SPRING BREAK
April 3, 2015	HOLIDAY – Good Friday
May 9, 2015	Last Day of Classes
May 11-16, 2015	Final Exam Week
May 16, 2015	Grades Due for Graduation Candidates
May 18, 2015	Grades Due for All Other Students
May 19-20, 2015	Professional Development Days
May 23, 2015	Commencement Exercise

FALL 2015 SEMESTER CALENDAR

July 29, 2015	Student Orientation for New and Returning Students
August 3, 2015	Student Orientation for International Students
August 3, 2015	Faculty Return for Fall 2015 Semester
August 4-5, 2015	Professional Development Days
August 5-6, 2015	Student Orientation for New and Returning Students
August 7, 2015	Early Registration for: Spring 2016 Potential Graduates, Troops to Teachers, Volunteers for Fall Registration, and NMA Students
August 10-14, 2015	Registration
August 17, 2015	Petition for Spring 2016 Graduation Begins
August 17, 2015	First Day of Classes
August 17-21, 2015	Late Registration
August 17-21, 2015	Add/Drop (100% Refund) and Welcome Week
August 28, 2015	Last Day to Withdraw for 80% Refund
September 4, 2015	Last Day to Withdraw for 40% Refund
September 7, 2015	HOLIDAY – Labor Day
October 2, 2015	Last Day to Withdraw from Course(s)
October 12, 2015	HOLIDAY – Commonwealth Cultural Day
November 4, 2015	HOLIDAY – Citizenship Day
November 11, 2015	HOLIDAY – Veterans Day
November 26, 2015	HOLIDAY – Thanksgiving Day
December 5, 2015	Last Day of Classes
December 7-12, 2015	Final Exam Week
December 14, 2015	Final Grades Due



Resource Document B

NORTHERN MARIANAS COLLEGE
ABSENCE REPORT FOR CANCELED CLASSES

Instructor's Name: _____

Department: _____

Class(es) canceled	Date(s) of cancellation
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reason for cancellation:

Plan for making up canceled class(es):

Instructor's Signature (Print and Sign)

Date

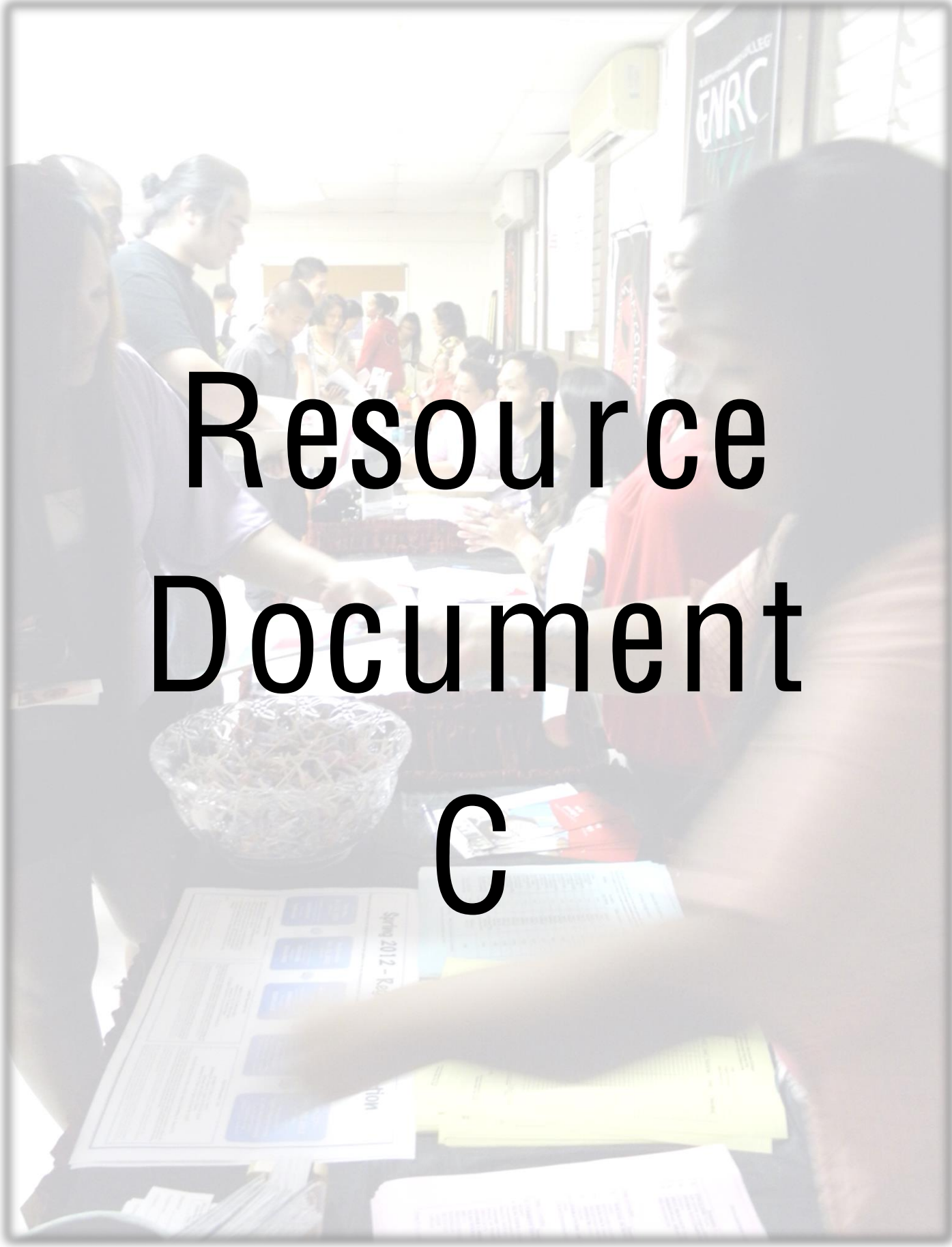
Approved:

Department Chair (Print & Sign)

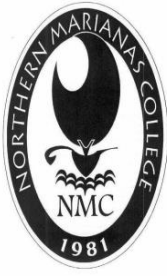
Date

Barbara Merfalen
Dean of Academic Programs & Services

Date



Resource Document C



**NMC Departments Telephone
NEW Extension listing**

Update (7/25/13)
Website www.marianas.edu

**Adult Basic
Education (Bldg. T)
Fax#235-4940**

Cabrera, Elsie	6707
Cabrera, Lorraine	6708
Mafnas, Velma	6709
Morales, Leonard	6710
Muna, Ray	6711
Ngirmekur, Beverly	6712
Work Study	6722

**Academic Program &
Services (Bldg. P)**

Blas, Shirley	6706
Merfalen, Barbara	6705

**Admin Office
Fax#234-0759 (Bldg O)**

Dela Cruz, Josephine S.	6803
Manibusan, Joe	6806
Fejeran, Phil	6802
Guerrero, John	6805
Maintenance Shop	6807

**Admission & Records
Fax#235-4967(Bldg N)**

Del Alvellano, Jennifer	6768
Vacant	6769
Vacant	6770
Vacant	6771
Castro, Manny	6772
Refael, Lisa	

**Board of Regents
(Bldg. P)**

BOR Conference Room	6703
Camacho, Helen	6702

**Bookstore (Bldg. E)
Fax#234-3324**

Muna, Yolanda	6837
Palacios, Keane Jay	6838
Vacant	6839

**Business Dept.
(Bldg. V)**

Work Study	6715
Green, Chavel	6716
Hunter, Bobbie	6717
Vacant	6718
Maui, Wil	6719
Waldo, Richard	6720

**Community
Development Institute
Fax#235-4966**

Attao, David J.	6801
Masga, Floyd	6808
Pharmin, Orrin	6809
Uludong, Les O.	6810
Yoshida, Anemary	6810
Babauta, Eileen	6810

Career Dept. (Bldg. I)

1. Neda C. Deleon Guerrero - 6775

**Counseling Programs
and Services (Bldg. I)
Fax#235-9542**

Arriola, Clarice Dlg.	6775
Barnaby Q. Lizama	6776
Baker, Tim	6777
Cuellar, Romeo	6780
Front Desk	6782
Hofschneider, Hedwig	6784
Javier, Zenaida	6783
Torres, Joan	6785
Vacant	6786
Workswick, Theresa	6787

**Cooperative Research
Extension and
Education Service
(CREES) Fax#234-0054**

Angui, Angie	233-9471
Bier, Claus	6840
Camacho, Tanya Belyeu	6841
Castro, Rose	6841
Coleman, Patricia	6842
Deleon Guerrero, Anthony	6843
Deleon Guerrero, Pedro	6840
Dr. Kim, Jang Ho	6845
Flores, Mark	6844
Vacant	6848
Dela Cruz, Ramon	6846
Route, Arnold	6846
Ogo, Mike	6847
Nelson, Randall	6848
Manglona, Ross	6849
Vacant	6850
NMC-CREES as Perdido-234-3276	
Omechelang, Polly	6851
Vacant	6852
Royal, Bonnie	6846
Tudela, Margaret	233-9470

CREES (Tinian)

Duponcheel, Lawrence 433-0639
Flores, Joan 433-9235
Lazaro, Rose 433-9236
Palacios, Samon 433-9235
Sabaldica, Allan 433-2576

***CREES (Rota) Fax
#532-9512***

Badilles, Alejandro 532-9513
Manglona, Dean 532-9513
Mendiola, Evelyn 532-9477

***Dean of Student
Services (Bldg. P)***

Pangelinan, Leo 6767
Prater, Margaret 6766

***Distance Learning
Education (Bldg. P)***

Allen, Amanda 6722

***External Relations
Office (Bldg. N)***

Eliptico, Frankie 6831
Mendiola, Chanelle 6832
Travilla, Raynard 6833

***Finance (Bldg. N)
Fax#235-6195***

Vacant 6811
Barnes, Solita 6812
Vacant 6813
Ealy, Ivyanne 6814
Flores, Oscar 6815
Garces, Ordin 6816
Mareham, Karla 6817
Ngewakl, Timberley 6818
Palacios, Katherine T. 6819
Tracy M. Guerrero 6714
Vancant 6820
Villagomes, Catherine 6821
(Finance-Cashier)

Tracy Guerrero

***Financial Aid (Bldg. N)
Fax#235-4967***

Manglona-Propst, Daisy 6792
Tudela, Irene 6793
Villagomez, Colleen 6794

***Human Resources
(Bldg. P)
Fax#235-3696***

Kiyoshi, Jack Jr. 6855
Lisua, Emiling 6856
Timmons, Chistopher 6857
Camacho, Nadia 6858
Work Study 6859

***Information System
(Bldg. N) Fax#234-5491***

Jerome Ortiz 6825
Jovian Almada 6826
Santos, James 6827

***Information
Technology (Bldg. V)***

Camacho, Daisie 6828
Quituqua, John 6828

***Institutional
Effectiveness (Bldg. P)***

Che, Jacqueline 6834
HacsKaylo, Lisa 6835
Work Study 6836

***Library Dept. &
Archives Dept. (Bldg. O)***

Archives - Vacant 6795
Goobaad, Tony- Archives 6796
Todd, Chris-Library 6797
Sablan, Greg- Library 6798
Smith, Magiel - Library 6799

***Languages Dept
Languages Dept.
(Bldg. M)***

Camacho, Mona 6725
Algaier, Lek 6726
Adjunct Room 6727
Colton, Thomas 6728
English Lab 6729
Gonzales, Jeffrey M. 6730
Vacant 6731
LaMarche, Dan 6732
Nurmi, Michael 6733
Papadopoulos, Dean 6734
Resource Room 6735
Robinson, Lupe B. 6736
Skang-Ngewakl, Elsie 6737
Wicksman, Barry 6738
Farrier, Stephanie 6738

***Science, Math, Health
& Athletics (Bldg. K)***

Crane, Matthew 6746
Dr. De Torres, Alfredo 6747
Johnson, Eric 6748
Nikolaychuck, Alex 6749
Tenorio, Novelyn 6762

***Social Science & Fine
Arts: (Bldg. K)***

Foels, Eugene 6760
Sharts, Tomas 6761
Wonenberg, Barry 6763

Liberal Arts (Bldg. K)

Deleon Guerrero, Velma 6740

***Criminal Justice (Bldg
K)***

Taimano, Zerlyn 6721

***Health & Athletics
(GYM)***

Aguon, Rufino 6723
Lunde, Lisa 6724

**Media Service Dept
(Bldg. V) Fax#234-5491**

Deleon Guerrero, James 6830
Liwag, Jonathan 6831
Santos, James R. 6832

**Nursing Dept.
(Bldg. C)**

Aldan, Johnny 6741
Jacinto, Hervin 6742
Tudela, Rosa 6743
Vacant 6744
Vacant 6745

**President Dept.
(Bldg. P) Fax#234-1270**

Hart, Sharon 6701
Sablan, Becky P. 6700

**Procurement &
Property Management
Office (Bldg. L)
Fax#235-7601**

Camacho, Anita C. 6822
Suzuki, Robert 6823
Vacant 6824

**School of Education
(Bldg. J)**

Cepeda, Charlotta 6751
Deleon Guerrero, Cyndi 6753
Cepeda, Rosaline 6752
Diaz, Amanda 6754
Herrera, Jose 6755
Merar, Roland 6756
Norita, Belinda 6757

Student Center (Bldg. J)

Service Learning 6788

**Office of Student
Activities and
Leadership & ASNMC
Associated Students of
NMC (Bldg. J)**

Sablan, Queanna 6790
Vacant 6789

Testing Center (Bldg. I)

Kintol, Dan 6774

**Tinian Instructional
Site Fax#433-0661**

Aguon, Maria 433-0649
Cing, Percy 433-0657

**Tinian Computer
Enrichment/IT**

Palacios, Sue 433-0648

**Northern Marianas
Academy
Tel:235-5597**

**Security Office
(Bldg. N) Ext:6800
Cell#888-1911**

**Maintenance Office
(Bldg. L) Ext:6807**

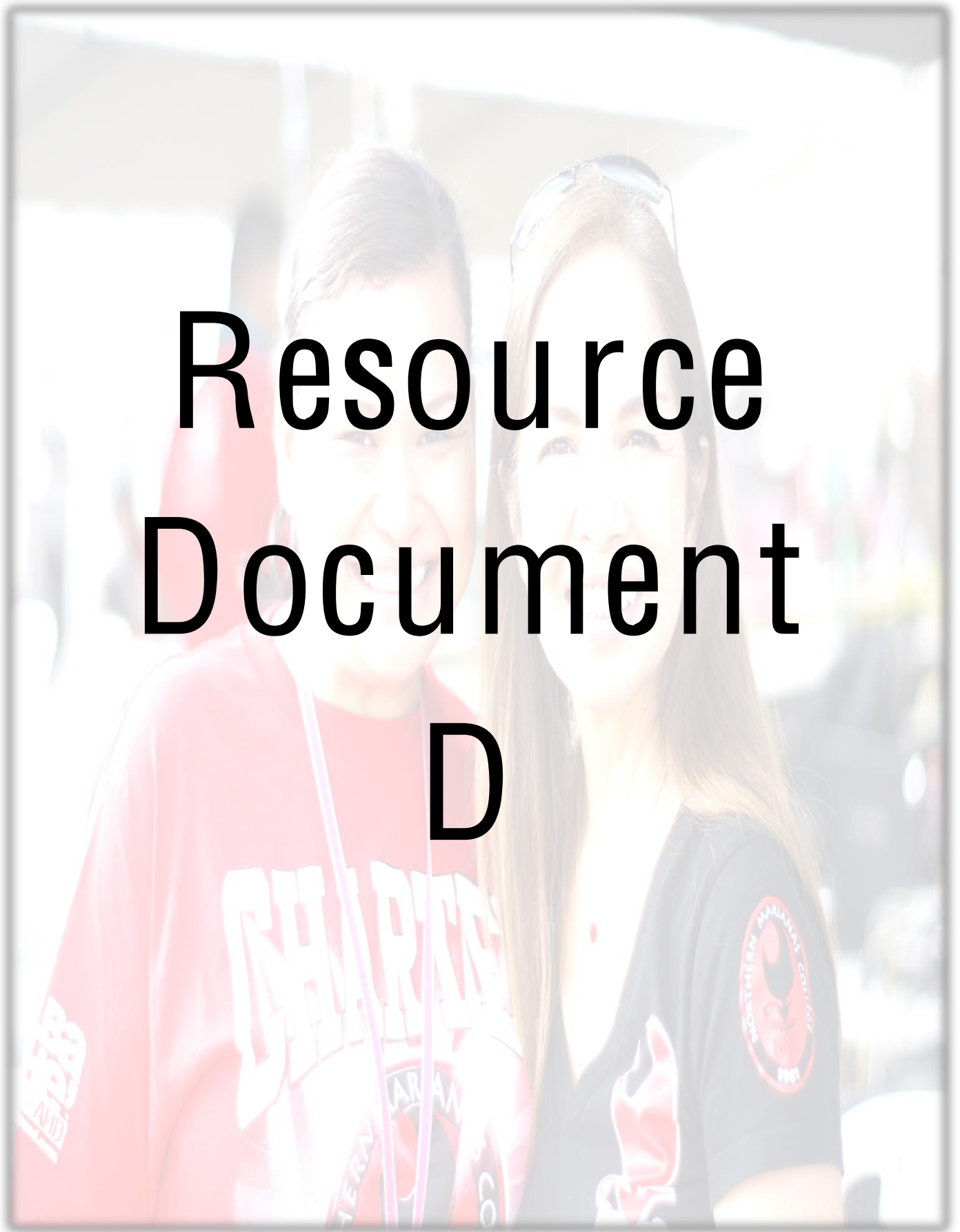
**NMC- Snack Bar
(Bldg H) Tel:234-2722**

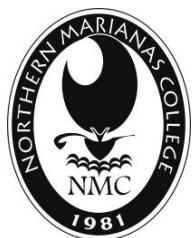
**Registration in Bldg D-
1 Ext:1400**

**CNMI Scholarship
Office Tel:664-4750
Fax#664-4759**

**SHEFA Scholarship
Office Tel:233-5995
Fax#233-5996**

Resource Document D





Early Intervention Form

To identify and assist individual students who may need counseling and/or additional support.

Date Referred: _____ Referred By: _____

Course(s): _____

Student's Name: _____ PC# _____

Instructor's Assessment *[please check all that apply]:*

- Poor Academic Performance
- Behavioral Issues
- Needs Tutoring in: _____
- Poor Attendance/Tardiness
- Student Displays Signs of Distress

Instructor's reason(s) for referral / comments:

COUNSELING STAFF USE ONLY

Student Contact Information:

Home # _____

Cell # _____

Email _____

Issue(s) Reported By Student:

- Child Care
- Dissatisfaction with Course
- Dissatisfaction with Instructor
- Family
 - Death in Family
 - Family Member Ill
 - Care for a Family Member
 - Lack of Support
- Health Issue
- Job Conflict
- Relationship with Partner
- Financial Aid
- Transportation
- Course Schedule Change
- Other: _____

Current Use of Student Support

- Academic Advisor
- Academic Tutoring/Mentoring
- Counseling
- Referral _____
- Other _____

_____ # of contact attempts with student

Date(s) communicated with student:

Feedback from Student:

Counseling/Advice/Assistance

Provided: _____

Date of Official Withdrawal (if applicable) _____

Recommendations to

Instructor: _____

Date(s) communicated with instructor:

Please complete and submit to the Counseling Center or email earlyintervention@nmcnet.edu , ext. 1346

A photograph of two women sitting at a table, looking at a document. They are wearing red t-shirts. The woman on the left has long dark hair and glasses. The woman on the right has long dark hair. The background is a bright, indoor setting with a wooden beam.

Resource Document E



Northern Marianas College

P.O. Box 501250 • Saipan, MP 96950 U.S.A. • Phone: (670) 234-5498

Fax: (670) 234-0759 • Web Site: www.nmcnet.edu

End of Term Check-off List

Name of Instructor: _____ Semester & Year: _____

Course(s) Taught

Alphanumeric	Course Title	Building/Room
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following items are to be turned in at the end of each semester to the administrative manager.

1. Course syllabus hard copy and email a copy to the Admin Manager
2. Attendance reports (for students)
3. Copy of Instructor's class grade book
4. Official NMC grade roster (with official seal)
5. Ground Vehicle Mileage (if applicable)
6. Building keys (only for adjunct instructors – if applicable)
7. Textbook(s) and instructional materials (only for adjunct instructors)
8. Timesheets for instructor (overload and adjunct)
9. Form 1 (Course Assessment for adjunct; if applicable)
10. Adjunct Faculty Employment Checklist

Instructor Name (Print & Sign)

Date

Department Chair Name (Print & Sign)

Date



Northern Marianas College

Office of Admissions and Records
P.O. Box 501250, Saipan, MP 96950
Phone: (670) 234-5498 Ext. 1524/1528/1539/1540
Fax: (670) 235-4967 E-mail: oar@nmcnet.edu

General Information on Grade Rosters

Final grade rosters are embossed with the NMC official seal. They are legal documents that must be legible and complete. In addition to being used by the Office of Admissions and Records (OAR) for grades, they are also used by the Financial Aid Office to verify students' completion or non-completion of courses and to verify if and when a student stopped attending classes. Final grade rosters are also routinely audited during accreditation team visits.

- Class rosters are regularly distributed throughout any term: the first day of instruction, after late registration, and after the refund period. Please inform OAR of any discrepancies or inaccuracies as soon as possible.
- If a student is attending your class but is not on the class roster, inform OAR and direct the student to OAR for clarification and assistance immediately.
- If the instructor's name is incorrect, please inform OAR immediately.

Guidelines for Completing Grade Rosters

Please follow these guidelines carefully to ensure that the final grade a student earns is the grade that appears on the final grade roster.

1. Submit final grades by the due date in the current Class Schedule.
2. Use only *blue ink* to distinguish originals from copies.
3. Follow the NMC letter grading system in the current NMC Catalog.
4. Enter grades clearly. If you make a mistake, mark through the wrong grade with a single line, write the correct grade next to it, and initial. Do NOT use correction fluid or tape.

Example: ~~B~~ A VS

5. Indicate the last date of attendance for students receiving the following grades:
W, UW (Unofficial Withdrawal), F, or TF (Technical Failure) for non-attendance.
6. Sign and date each final grade roster. If the instructor's name on the grade roster is incorrect, please **print the correct instructor's name below the signature line after signing.**
7. Fill out and attach an INCOMPLETE GRADE MEMORANDUM form if needed.



NORTHERN MARIANAS COLLEGE

Sciences, Mathematics, Health & Athletics Department

P.O. Box 501250, Saipan, MP 96950
 Telephone: (670) 234-5498 Fax: (670) 234-0759
<http://www.nmcnet.edu>

INSTRUCTIONAL MATERIALS/EQUIPMENT CHECKOUT FORM

I, _____, the undersigned have checked out the following material(s)/equipment from the Social Sciences and Fine Arts Department and agree to the following:

1. The listed instructional material(s)/equipment below will be checked out for as long as I am teaching at NMC. Material(s)/equipment shall be returned upon completion of contract or resignation.
2. I am the sole individual responsible for the listed material(s)/equipment below.

TYPE	DESCRIPTION	ISBN (if applicable)	OTHER
New Log	BLDG K K8 / INT Key	K8	ADJUNCT-BI225 Fall09
New Log	BLDG. K Restroom Key	K- Restoom	Adjunct -BI225 Fall 09

Contact information for adjunct faculty (part-time) only:

Address: _____ Employer: _____
 Work: _____ Home: _____ Cell: _____
 E-mail: _____

 Instructor's Signature Date

 Department Chair/Admin. Manager Date

For Department Use Only

Return date: _____ Received by: _____
(Print & sign)

A large group of students, many wearing blue shirts, are seated at desks in a classroom or lecture hall. The students are engaged in various activities, some looking towards the camera, others looking down at their work. The text 'Resource Document F' is overlaid in a large, bold, black font across the center of the image.

Resource Document F

Northern Marianas College
End-of-the-Semester Course/Instructor Evaluation Questions

Dear Student,

These are the questions asked in an assessment form at the end of the semester regarding your course and instructor. Please be guided by these questions as you progress in your respective courses/classes. At the end of the semester you will be asked these same questions to critique both the course and instructor.

Thank you,

Barbara K. Merfalen
Dean of Academic Programs and Services

- 1. The instructor provided a clear description of the course.**
- 2. The instructor clearly explained the course requirements.**
- 3. The requirements for this course were reasonable.**
- 4. The instructor was well-prepared and organized for the class.**
- 5. The instructor showed interest in the course.**
- 6. The instructor showed interest in my progress.**
- 7. The instructor provided me with help when I needed it.**
- 8. The instructor keeps his/her office hours.**
- 9. The instructor started the class on time.**
- 10. The instructor taught the class for the entire class period.**
- 11. The instructor was regularly present for the class.**
- 12. The instructor communicated clearly with me.**
- 13. It was easy for me to talk with the instructor.**
- 14. The instructor encouraged me to freely express my ideas and opinions.**
- 15. The instructor asked me for reasons, examples, and evidence to support my ideas in classroom discussion or on assignments.**
- 16. The instructor encouraged me to look at issues from many viewpoints.**
- 17. I found the class interesting.**
- 18. The instructor helped me understand difficult ideas.**
- 19. The course will be useful to me.**
- 20. The lab work required for this course was helpful to me.**
- 21. The textbook should be used again for this course.**
- 22. Overall, the course met my expectations.**
- 23. The quality of teaching of the course met my expectations.**
- 24. I would recommend the course to other students.**
- 25. I would recommend the instructor to other students.**
- 26. The instructor was prompt in returning my assignments and examinations.**

27. The grades the instructor gave me were fair.

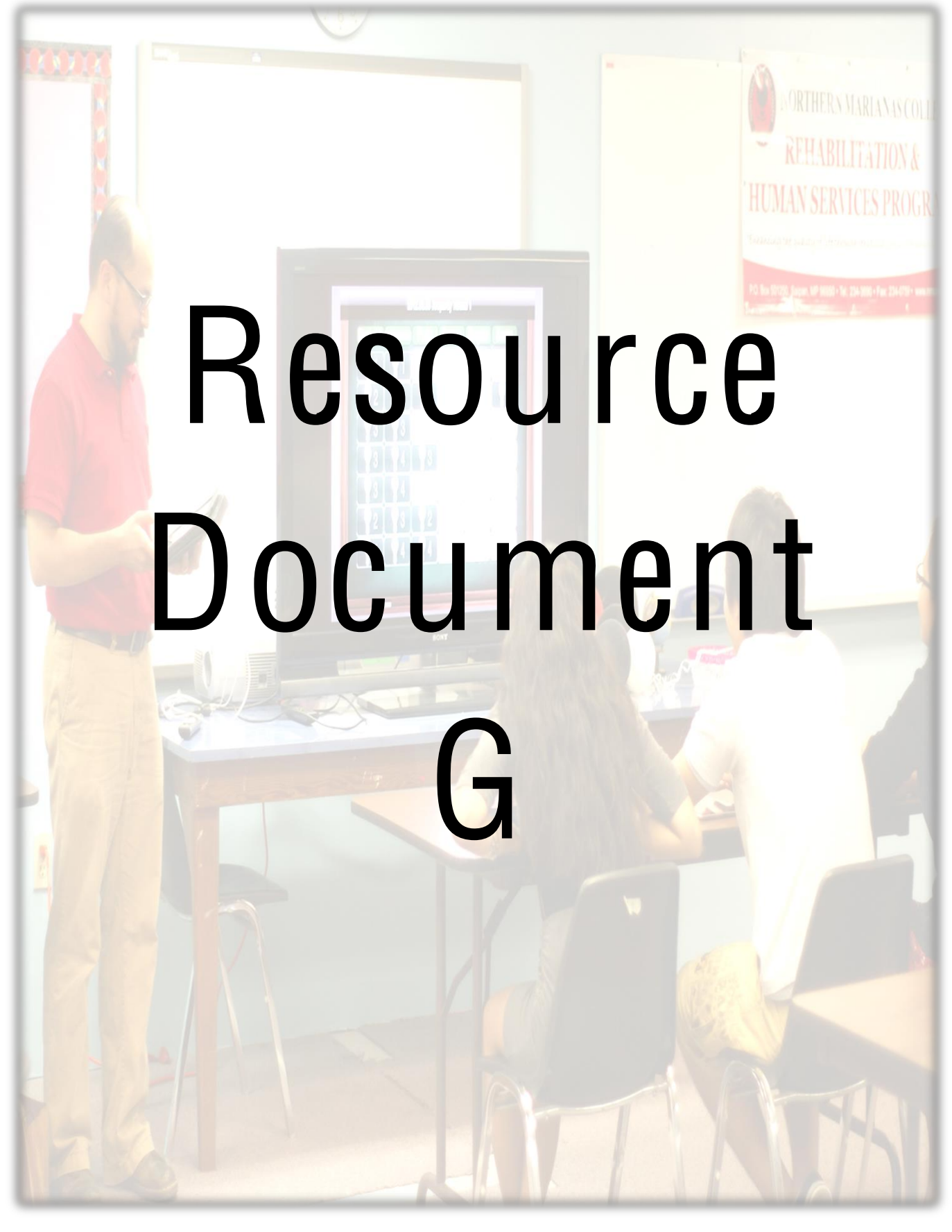
28. The instructor presented information fairly and objectively.

29. The instructor spent class time on issues or topics related to the course.

30. The instructor promoted thoughtful discussion based on course material and not personal opinion.

31. Do you have any comments that might be helpful to the instructor?

32. Do you have any general comments about this course?



Resource Document G

FINAL EXAM SCHEDULE SPRING 2013

Day of Final Exam	HOUR OF FINAL EXAM					
	8am - 10am	10am - 12N	12N - 2pm	2pm - 4pm	4pm - 6pm	6pm - 8pm
Monday May 13, 2013	Courses taught MW beginning at 8:00 a.m.	Courses taught MW beginning at 9:30 a.m.	Courses taught MW beginning at 12:30 p.m.	Courses taught MW beginning at 2:00 p.m.	Courses taught MW beginning at 5:00 p.m.	Courses taught MW beginning at 6:30 p.m.
Tuesday May 14, 2013	Courses taught TTh beginning at 8:00 a.m.	Courses taught TTh beginning at 9:30 a.m. <u>Math Exit Exams:</u> MA 087 02 Room: D-1 MA 087 05 Room: D-1 MA 091 01 Room: D-1	Courses taught TTh beginning at 12:30 p.m. <u>Math Exit Exams:</u> MA 089 05 Room: D-1 MA 091 06 Room: D-1 MA 161 02 Room: D-1	Courses taught TTh beginning at 2:00 p.m. <u>Math Exit Exams:</u> MA 087 03 Room: D-1 MA 089 04 Room: D-1 MA 091 03 Room: D-1	Courses taught TTh beginning at 5:00 p.m.	Courses taught TTh beginning at 6:30 p.m.
Wednesday May 15, 2013	Reserved for make-ups or conflicts. <u>Math Exit Exams:</u> MA 087 01 Room: D-1 MA 089 06 Room: D-1 MA 132 01 Room: D-1	Courses taught MW beginning at 11:00 a.m. <u>Math Exit Exams:</u> MA 091 05 Room: D-1 MA 132 02 Room: D-1 MA 161 01 Room: D-1	Reserved for make-ups or conflicts. <u>Math Exit Exams:</u> MA 089 01 Room: D-1 MA 091 04 Room: D-1 MA 132 03 Room: D-1	Reserved for make-ups or conflicts.	Courses taught MW beginning at 3:30 p.m.	Courses taught MW beginning at 8:00 p.m.
Thursday May 16, 2013	Reserved for make-ups or conflicts.	Courses taught TTh beginning at 11:00 a.m.	Reserved for make-ups or conflicts. <u>Math Exit Exams:</u> MA 089 02 Room: D-1 MA 089 03 Room: D-1 MA 132 04 Room: D-1	Reserved for make-ups or conflicts. <u>Math Exit Exams:</u> MA 087 04 Room: D-1 MA 091 02 Room: D-1	Courses taught TTh beginning at 3:30 p.m. <u>Math Exit Exams:</u> Reserved for conflicts with other final exams.	Courses taught TTh beginning at 8:00 p.m.
Friday May 17, 2013	Courses taught F beginning at 8:00 a.m.	Courses taught F beginning at 10:00 a.m.	Courses taught F beginning at 12:30 p.m.	Reserved for make-ups or conflicts.	Courses taught F F beginning at 4:00 p.m.	Courses taught F beginning at 5:00 p.m.
Saturday May 18, 2013	Courses taught Sat. beginning at 8:00 a.m.	Courses taught Sat. beginning at 9:00 a.m.	Courses taught Sat. beginning at 12:00 p.m.	Courses taught Sat. beginning at 3:00 p.m.	Reserved for make-ups or conflicts.	Reserved for make-ups or conflicts.

Note: ALL FINAL EXAMS MUST BE GIVEN DURING FINAL EXAM WEEK.

Contact your Department Chair or Dean in the event of a schedule conflict.



Resource
Document

H

ACADEMIC COUNCIL Form 1

Memorandum

TO: Academic Council
Northern Marianas College
P.O. Box 501250
Saipan, MP 96950

FROM: _____, Instructor
_____, Department

DATE:

SUBJECT: Form 1 (5-Column Model) for the Name of the Program/Service Being Assessed

Group A

Mission (Column 1): CNMI Constitution. Amendment No. 38, Section 2: “The mission of Northern Marianas College shall be to provide the best quality and meaningful postsecondary and adult education opportunities for the purpose of improving the quality of life for the individual and for the Commonwealth as a whole. The College shall be responsible for providing education in the areas of adult and continuing education, postsecondary and adult vocational education and professional development for the people of the Commonwealth.”

Liberal Arts Program, 2009-2012 NMC Catalog, March 2011 Update, p. 98: The Liberal Arts Program is committed to providing students with knowledge, skills, and values in the arts and sciences that promote health and well-being, scientific inquiry, effective communication, and appreciation of arts and culture. NMC’s Liberal Arts Program prepares a student to be a productive citizen and a life-long learner.

INTENDED STUDENT LEARNING OUTCOMES (Column 2)	MEANS OF ASSESSMENT AND SUCCESS CRITERIA (Column 3)	SUMMARY OF DATA COLLECTED (Column 4)	USE OF RESULTS (Column 5)
What will students be able to know, do, think or value because of a given educational	What are the specific assessment tools that will establish the degree and extent of what is to be	Summarize findings vis-à-vis outcomes, assessment tools, and criteria for success.	Discuss implications of the data in terms of the following: 1) Link to goals, outcomes,

<p>experience?</p> <p>What will the unit provide, improve, or increase? OR What will the clients be satisfied with, receive or understand?</p> <p>Identify outcome as a Student Learning Outcome (SLO) or Administrative Unit Outcome (AUO). Begin SLO's, "Students will..." Begin AUO's, To [verb]..."</p> <p><i>General Education Outcome:</i></p> <p><i>Program Learning Outcome</i></p>	<p>achieved?</p> <p>1. What are our criteria for success?</p>		<p>tools, data collection and analysis;</p> <p>2) Improvement plan vis-à-vis student learning;</p> <p>3) Resources required</p> <p>4) Documentation (attached)</p> <p>5) Recommendations to the program</p>
---	---	--	---

ACADEMIC COUNCIL Form 1

Memorandum

TO: Academic Council

FROM: [REDACTED], Instructor
Social Sciences & Fine Arts Department

DATE: December 31, 2012

SUBJECT: Form 1 (5-Column Model) for BE 111 College Success

Group A

<p>Mission (Column 1): CNMI Constitution. Amendment No. 38, Section 2: “The mission of Northern Marianas College shall be to provide the best quality and meaningful postsecondary and adult education opportunities for the purpose of improving the quality of life for the individual and for the Commonwealth as a whole. The College shall be responsible for providing education in the areas of adult and continuing education, postsecondary and adult vocational education and professional development for the people of the Commonwealth.”</p> <p>Liberal Arts Program, 2009-2012 NMC Catalog, March 2011 Update, p. 98: The Liberal Arts Program is committed to providing students with knowledge, skills, and values in the arts and sciences that promote health and well-being, scientific inquiry, effective communication, and appreciation of arts and culture. NMC’s Liberal Arts Program prepares a student to be a productive citizen and a life-long learner.</p>			
INTENDED STUDENT LEARNING OUTCOMES (Column 2)	MEANS OF ASSESSMENT AND SUCCESS CRITERIA (Column 3)	SUMMARY OF DATA COLLECTED (Column 4)	USE OF RESULTS (Column 5)
<p>SLO 5: Apply the COPE Strategy to solve problems.</p> <p><i>General Education Outcome: GEO 1. Critical Thinking 1.1 Make connections between</i></p>	<p>SLO 5: At the completion of this course, 70% of students will apply the COPE strategy to solve problems during their take home quiz using 5 different scenario at 14 points or higher on set criteria</p>	<p>SLO 5: At the completion of this course, 97% of the assessed students applied the COPE strategy to solve problems during their take home quiz using 5 different scenario at 14 points or</p>	<p>Discuss implications of the data in terms of the following: 1) <i>Link to goals, outcomes, tools, data collection and analysis;</i></p>

<p><i>two or more areas of knowledge and apply learning to daily life experiences.</i></p> <p><i>1.2 Use critical and analytical thinking skills to solve a variety of problems.</i></p> <p><i>Liberal Arts Outcomes for GE Courses only.</i></p> <p><i>LA 7: Integrate ethical standards and principles in making decisions affecting human behaviors and the environment</i></p>	<p>of 20 possible points.</p>	<p>higher on set criteria of 20 possible points by identifying the C: problem, cause, and result of the scenario; O: providing three (3) options for the problem; P: provide one (1) plan of action for each of the option identified; and E: provide three (3) form to evaluate the progress of action plan.</p>	<p>The goals and outcomes was for students to apply problem solving in their academic and daily lives using COPE system. Of the assessed students 97% were able to apply the cope strategy using handout given where they were presented different scenarios in which they may have been able to relate and whether their answers may vary, students had to describe positive solutions.</p> <p><i>2) Improvement plan vis-à-vis student learning;</i></p> <p>This outcome was met. A suggestion is for students to come up with their own scenarios anonymously and include those scenarios in their assignment to respond to making it more real-life experiences.</p> <p>3) Resources required <i>none</i></p> <p>4) Documentation (attached)</p> <p>5) Recommendations to the program - <i>none</i></p>
<p>SLO 10: Explain and Use the SQ3R Study System.</p> <p><i>General Education Outcome: GEO 1. Critical Thinking</i></p> <p><i>1.1 Make connections between</i></p>	<p>SLO 10: At the completion of this course, 70% of students will explain and use the SQ3R Study System during their take home assignment to identify parts of a textbook and chapters as</p>	<p>SLO 5: At the completion of this course, 88% of the assessed students explained and used the SQ3R Study System their take home assignment to identify parts of a textbook and chapters as</p>	<p>Discuss implications of the data in terms of the following:</p> <p>1) Link to goals, outcomes, tools, data collection and analysis;</p>

<p><i>two or more areas of knowledge and apply learning to daily life experiences.</i></p> <p><i>GEO 4. Technology and Information Literacy</i></p> <p><i>4.1 Collect, organize and present information from various sources, including books, periodicals and the Internet.</i></p> <p><i>Liberal Arts Outcomes for GE Courses only.</i></p> <p>LA 7: Integrate ethical standards and principles in making decisions affecting human behaviors and the environment</p>	<p>convenient learning and study aids assessed using a worksheet at 36 points or higher.</p>	<p>convenient learning and study aids assessed using a worksheet at 36 points or higher as they identified parts of a textbook, identify questions, and apply the three Rs.</p>	<p>The goals and outcomes was for students to apply a study system using SQ3R method using their take home handout where they had to survey one of their textbook, identify questions, and use three Rs (review, recite, and recall). Students were also given an article to apply the three Rs.</p> <p><i>2) Improvement plan vis-à-vis student learning;</i></p> <p>This outcome was met. Recommendation is to have this assignment done in class for 100% turn submission.</p> <p>3) Resources required - <i>none</i></p> <p>4) Documentation (attached)</p> <p>5) Recommendations to the program – <i>none</i></p>
---	--	---	--



Resource Document I



NOTICE

Temporary Office Relocation

Because of ongoing renovation work on Building K that will last throughout Summer and Fall 2013, several offices have temporarily relocated to the following locations:

Program:

1. Criminal Justice Program
2. Liberal Arts Program
3. Sciences, Mathematics, and Human Athletics
4. Social Sciences and Fine Arts

Relocated to:

Building M
Building N, Room 1
Building A, Rooms 8 & 14
Building M

NMC Office & Classroom Location

Building A

- Classroom (1-14)
- Restrooms
- Temporarily Located:
 - Science, Math, Health & Athletics Department room A-14 & A-8

Building B

- Science Classroom/Laboratories

Building B-1

- Communication Room
- Science Chemical Storage

Building C

- Nursing (Offices, Classrooms, Laboratory)
- Restrooms

Building D

- D-1: Multipurpose Classroom
- D-2: CREES Entomology Laboratory

Building E

- Bookstore & Gift Shop

Building F

- CREES (Administration, Cooperative Research Extension and Education Service)
- Restrooms

Building G

- CREES (Administration, Expanded Food & Nutrition Educational Program (EFNEP), 4-H Club, Environmental Quality Research Laboratory)
- Classrooms

Building H

- Snack Bar
- Restrooms

Building I

- Counseling Programs & Services
- Career Center
- Testing Center

Building J

- Student Center
- Associated Student of NMC (ASNMC)
- School of Education (Classrooms & Offices)

Building K – under renovations

- Liberal Arts Program Coordinator
- Science, Math, Health & Athletics Department
- Social Science & Fine Arts Department

Building L

- Procurement & Property Management Office
- Facilities Maintenance Department
- CREES Plant Facilities
- CREES Aqua Culture Nursery

Building M

- Language & Humanities Department
- English Language Institute
- Restrooms
- Temporarily located:
 - Social Science & Fine Arts Department

Building N

- Information Services (IS)
- Office of Admissions & Records
- Cashiers Window
- Finance Office
- Distance Education Classroom (N-5)
- External Relations Office
- Office of Institutional Effectiveness
- Financial Aid Office
- Temporary location for:
 - Liberal Arts Program Coordinator

Building O

- Olympio T. Borja Memorial Library and Curriculum Resource Center
- Archives and Pacific Collection

Building O-1

- Administrative Services (Operations Office, Security, lost & found, Office)

Building P

- Office of the President
- Office of the Deans
- Office of Institutional Effectiveness
- Distance Education Office
- Community Development Institute
- University Center for Excellence in Developmental Disabilities
- Human Resources

Building P-1

- Board of Regents Conference Room
- Restrooms

Building Q

- School of Education (SOE) Classrooms

Building R

- Art Classroom

Building S

- (Classrooms & Offices)

Building T

- Adult Basic Education (Classroom & Offices)
- Ceramics Classroom

Building U

- Generator Building

Building V

- Business Department
- Information Technology Office
- Media Services
- Open Computer Lab
- Restrooms

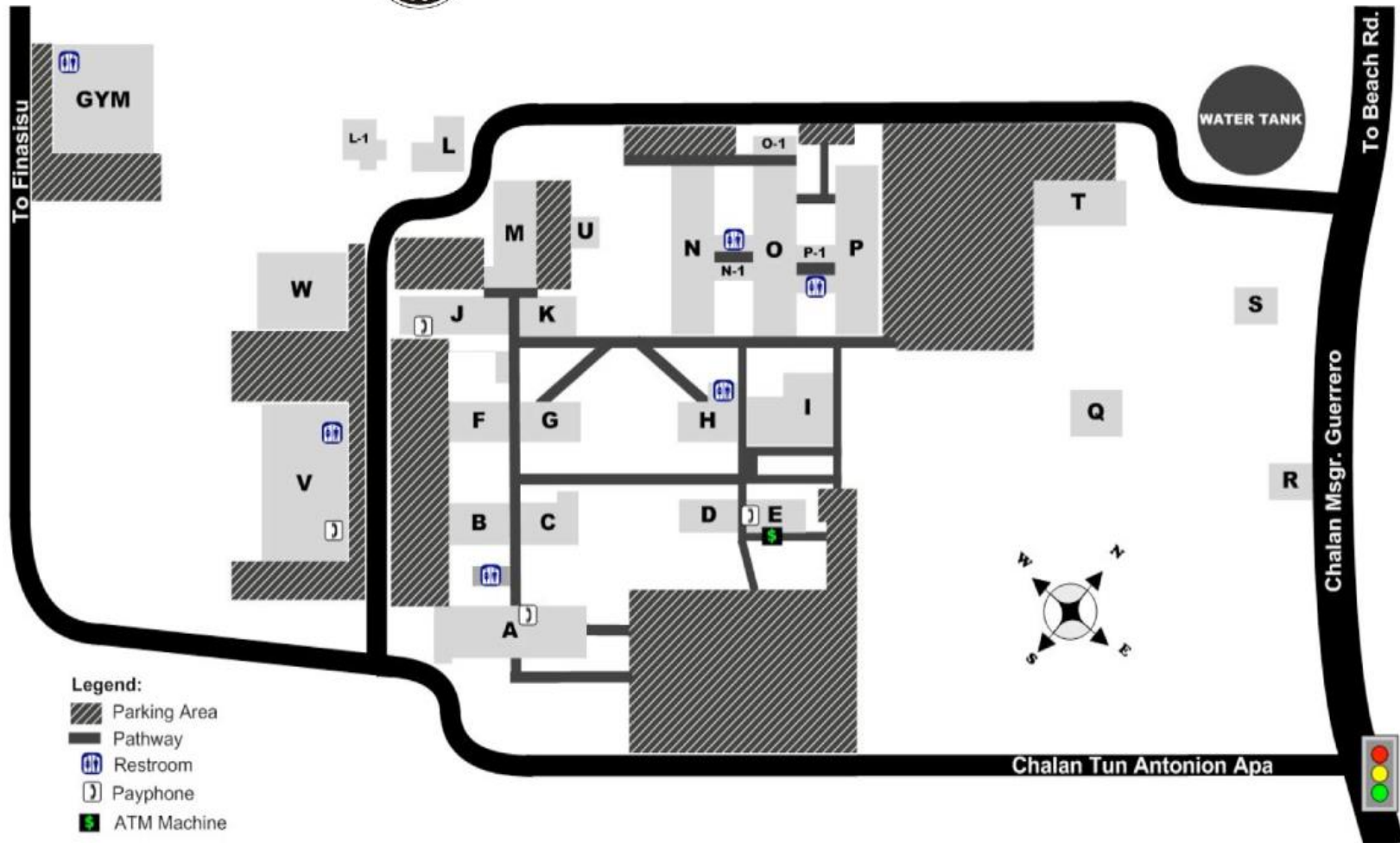
Building W

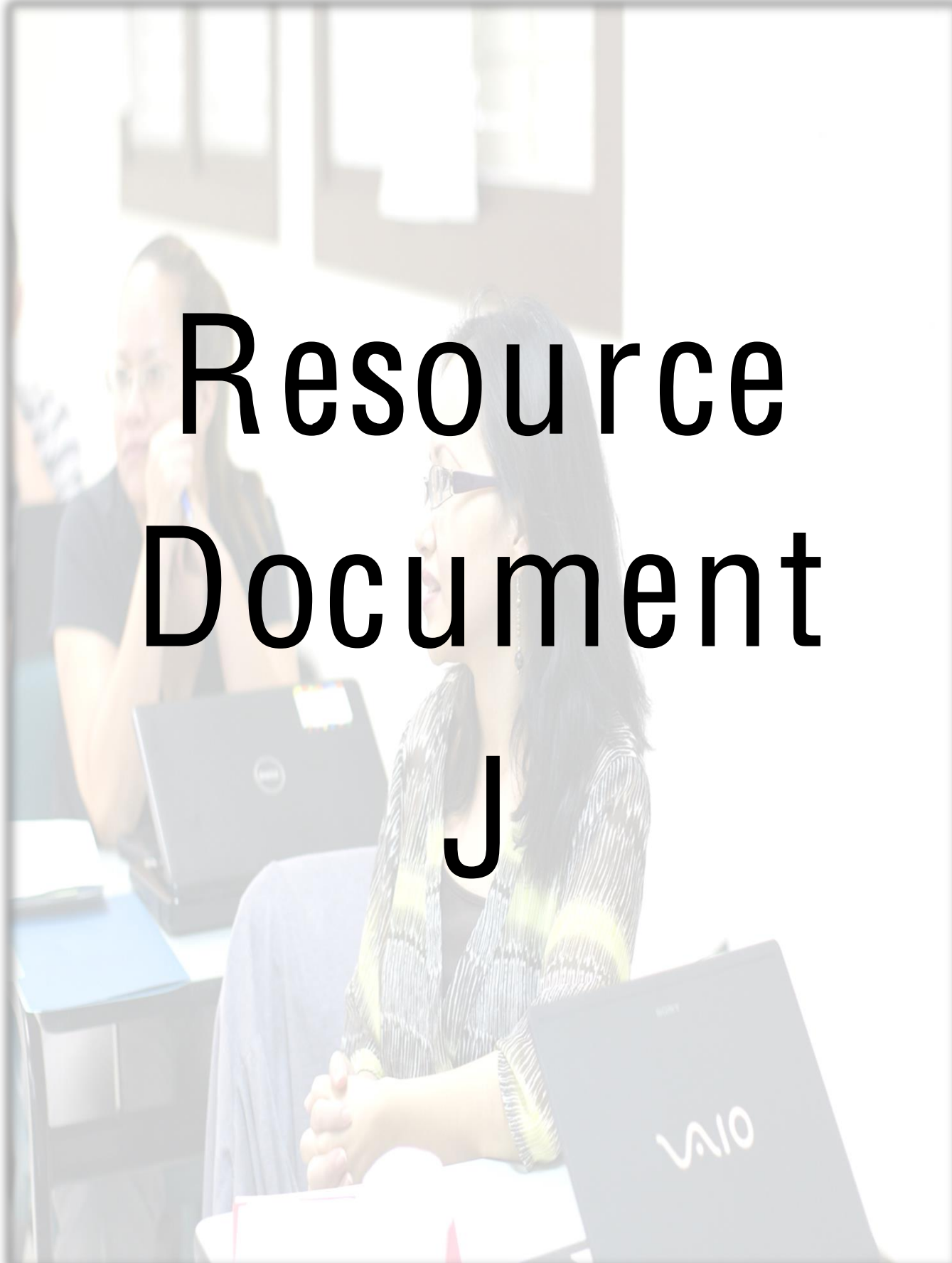
- Computer Lab Classrooms



Northern Marianas College

Saipan Campus Map





Resource Document J



Northern Marianas College

Online Course Offering REQUEST FORM

Office of the Director of Distance Learning Education

Submit Form via Email: amanda.allen@marianas.edu

PLEASE TYPE OR PRINT CLEARLY

1. Name of Department:	2. Course Alpha & Number:	3. Course Title:
4. Instructor Name:		
E-mail Address:		Phone Number:
5. NMC Online Utilization: <input type="checkbox"/> Web-Enhanced <input type="checkbox"/> Hybrid Course <input type="checkbox"/> Fully Online Course	6. Planned Semester to Offer Course Online:	
7. Available Dates for NMC Online Training for Instructor:		8. Instructor's Online Experience:
-For Use by NMC Only-		
Date Reference:	Objectives/Tasks Achieved:	Completed:
Date Received: _____ Date Confirmed: _____	<input type="checkbox"/> Approved by Department _____ <input type="checkbox"/> Completed Training _____ <input type="checkbox"/> Confirm with OAR - for PC entry _____ <input type="checkbox"/> Information to APS Off _____ <input type="checkbox"/> Confirmation emails attached _____ <input type="checkbox"/> Approved for DE _____	
SPECIAL REMARKS/NOTES:		

Distance Learning Education (www.courses.nmcnet.edu)

Distance education through NMC Online - MOODLE offers instructors and students a convenient way for interactive online classes. A wide variety of online courses are available. Degree or certificate-seeking students can take up to 50% of a program's credits online. Our online courses are fully accredited and offer the same high quality of instruction and rigor as traditional classes. Registration, courses content, and course credit hours are the same as for equivalent courses held face-to-face on campus. Prerequisites and placement levels for online courses are equivalent to face-to-face courses. Anyone eligible to take courses at NMC may enroll in distance education online courses. In order to teach a distance education course and instructor must have completed the NMC Online (MOODLE) Training. This training is available for both full-time and adjunct faculty. Upon completion of the NMC Online training the instructor will be able to fully meet the 15 outcomes that will assist the instructor for online success.

NMC Online courses are every bit as demanding as traditional courses. In order to succeed in a distance education course, you must be self-motivated and be able to work well independently with minimum supervision. You must be able to manage your time effectively and stay on track with your coursework, grading, discussions, and interactive activities. Students will also need strong reading and study skills.

Although challenging, online courses are designed for optimum schedule flexibility, allowing you to balance your studies with work, family, and other life responsibilities. By providing online courses in flexible formats that allow you to study anytime and anywhere, NMC Online lowers barriers to education.

Online courses require a consistently reliable internet connection. All coursework is accomplished online. To succeed in an online course, you must meet these requirements:

- Access to a computer with minimum technical requirements.
- A consistent and reliable internet connection.
- A NMC student email address.
- Basic computer skills.
- The ability to download and install applications or plug-ins.
- The sufficient time to devote to your coursework.

Contact Amanda Allen, Director of Distance Education ex- 1020 email:

amanda.allen@marianas.edu for specific information on NMC Online courses. Do keep in mind all courses must be approved by the respective NMC Department Chairs/Directors. NMC Online Request form is attached as Appendix----

NMC Online Courses:

Online courses include interactivity and content delivered through NMC Online. Required arranged/proctored exams are allowed. Optional meetings allowed if content can also be obtained online, may include on-campus orientation, these courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

NMC Hybrid Courses:

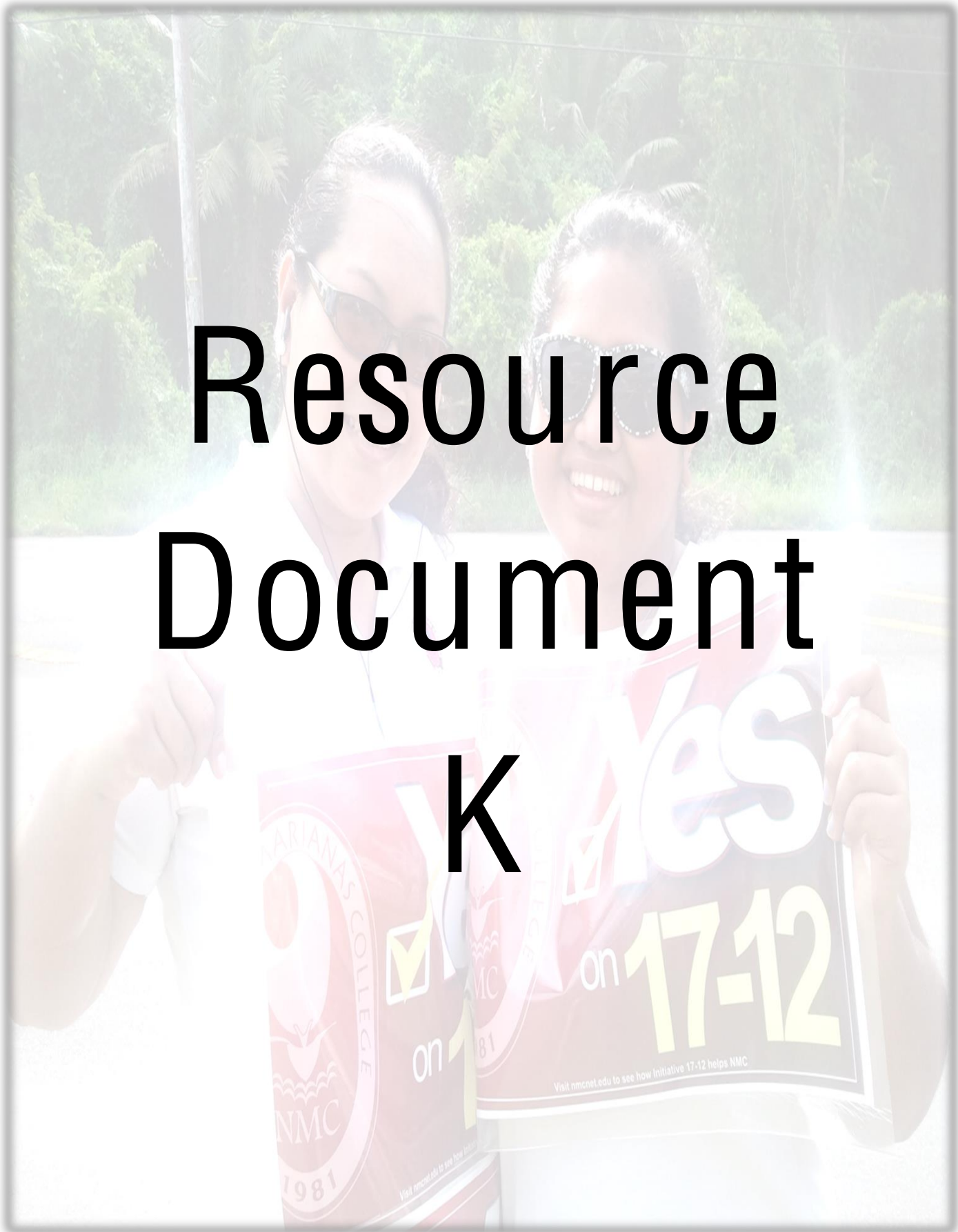
Hybrid courses are a combination of online and on-campus instruction; hybrid students meet regularly on-campus for at least 50% of the contact hours with the remainder being taught through NMC Online. These courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

NMC Web-Enhanced:

Web-enhanced courses are traditional face-to-face classes that are augmented with NMC Online. However, unlike hybrid courses, web-enhanced classes continue to hold all of their meetings for the full required contact hours traditionally on-campus. These courses hold the same high standard of expectations for quality, integrity and effectiveness, as do all NMC courses.

Resource Document

K



Professional Ethics

Faculty shall be guided by a deep conviction of the worth and dignity of the advancement of knowledge. In recognizing a special responsibility to their disciplines to seek the truth and to state it as they see it, they practice intellectual honesty. Toward this end they devote themselves to developing and improving competence in their fields. They accept the obligation to exercise critical judgment and self-discipline in acquiring, extending, and transmitting knowledge of their discipline. Although they may pursue other interests, these never seriously distract them from or interfere with their academic profession.

Instructors determine the amount and character of the various activities they engage in outside the College with due respect to their paramount responsibilities within it. Above all else, instructors seek to be competent scholars and effective teachers.

Instructors encourage in their students the active pursuit of learning and honest academic achievement. They respect the student as an individual, and ensure that their evaluation of the student reflects the student's true academic merit. Respecting the professional nature of the relationship between instructor and student, they adhere strictly to their proper role as intellectual guides and academic counselors. Assiduously avoiding any exploitation of students, they present in their actions and in their person examples of the highest standards of professional discipline.

Instructors recognize that they have obligations to their colleagues that derive from their common membership in the community of scholars. They respect and defend the free inquiry of their colleagues, and in the interchange of ideas they show due respect for the opinions of others.

ADOPTED: 04/28/89

AMENDED: 09/20/96

Professional Ethics

They readily acknowledge their academic debts, and strive to be objective in their professional judgment of associates. As members of the College, they accept their share of faculty responsibilities for the governance of the College. And while they observe the regulations of the institution, they maintain the right to offer positive criticism and to seek change.

As citizens engaged in a profession that depends upon freedom of inquiry and expression for its health and integrity, instructors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

As members of their community, instructors have the rights and obligations of all citizens. They measure the use of these rights and the urgency of these obligations in light of their responsibilities to their students, to the College, and to their profession. When they speak or act as private persons, they avoid giving any impression that they speak or act for the College.

When considering the interruption or termination of their service, they carefully consider the effect of their decision upon the programs of the College, and give due notice of their intentions.

ADOPTED: 04/28/89

AMENDED: 09/20/96

Instructional Obligations

A fundamental objective of the College is excellence in instruction. Hence, the corresponding responsibility of each faculty member is to strive for realization of that objective.

It is also the routine obligation of faculty members to meet each of their classes at the scheduled time and place for the full class period, and for the full number of contact hours designated per term of instruction; to present to the class the material outlined in the approved course guide; and to provide a current syllabus to each student on the first day of instruction. An instructor who fails to meet or so instruct a class without just cause or prior approval may be formally reprimanded, officially reported as absent without leave, and subjected to a reduction in pay accordingly. Repeated failures of this nature shall be considered just cause for disciplinary proceedings leading to possible suspension and/or dismissal.

ADOPTED: 4/28/89

AMENDED: 9/20/96, 5/8/00

Northern Marianas College
Board of Regents Policy

SUBJECT:	Academic Affairs	EFFECTIVE:	May 21, 2012
SECTION:	301.1	POLICY NAME:	Academic Freedom
ACCJC Standard/Policy:	II.A.7		

1. **General Principles:** The primary responsibility of the academic community is to provide for the enrichment of intellectual experience. Essential to the realization of this ideal is a free and open academic community which takes no ideological or policy position itself. The responsible academic community welcomes those who do take an ideological or policy position and jealously guards their right to do so. Conflict of ideas cannot occur unless there is opportunity for a variety of viewpoints to be expressed. Toleration of what may be error is an inescapable condition of the meaningful pursuit of truth. The academic community must be hospitable even to closed minds and it must welcome the conflict of ideas likely to ensue. Academic responsibility to provide opportunity for expression of diverse points of view generates academic freedom.
2. **Faculty:** Faculty members are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties. They are also entitled to freedom in lecturing or conducting demonstrations in their subject or field of competence. They are entitled as any other member of the community in which they live to establish membership in voluntary groups, to seek or hold public office, to express their opinions as individuals on public questions and to take action in accordance with their views. Cognizant of their responsibilities to their profession and to their institution, faculty accept certain obligations; they should attempt to be accurate, to exercise sound judgment and respect the rights of others to express opinions. They must make clear that their actions, their statements and their memberships so not necessarily represent views of the academic community. If there are controls to be exercised over faculty members, they are the controls of personal integrity and the judgment of their colleagues.
3. **Students:** Students are entitled to be taught by unfettered instructors and to have access to all information pertinent to their subjects of study. They are entitled to as complete freedom as possible in the selection of their curriculum, instructors, and associates. Moreover, they have a right to intellectual disagreement with their instructors and associates and to question them without fear of recrimination or punishment. They also are entitled to seek the publication of their views, to seek membership in voluntary groups, to seek or hold public office, and to take lawful action in accordance with their views. Students also have the responsibility to make clear that their actions, memberships, and statements do not represent the views of the academic community.
4. **Guest Speakers, Movies, and Other Programs:** A college or university by its very nature cannot pay lip service to the concept of freedom of expression and then deny persons with whom is in disagreement the opportunity of giving expression to their views. Furthermore, a policy that extends the right of freedom of expression to some persons and denies to others, places the institution in the position of endorsing the past records and views of those who are given permission to speak. Therefore, a speaker, performer, or program may be presented under the

sponsorship of any duly recognized student, faculty, or administrative organization or any individual officer of instruction. It is not necessary that the point of view presented be congenial to the campus, members of the staff or student body individually, or to individual members of the wider community. The speaker must be accorded the courtesy of any uninterrupted presentation. Except for ceremonial occasions, speakers must accept as condition of their appearance the right of their audience to question or challenge statements made in their address. Questions must be permitted from the floor at the end of the presentation, unless prevented by physical limitations, or the size of the audience. The invitation or scheduling of such a program must represent the desire of the institutional sponsor and not the will of external individuals or organizations. The sponsor must establish full responsibility for the program and should help to establish the concept that the point of view expressed in an address or performance does not necessarily represent the position of the academic community. Such presentations must at all times be consistent with the laws of the Commonwealth of the Northern Mariana Islands (CNMI) and the United States.

HISTORY:	Replaces Board Policy No. 3004 (Educational Program)
-----------------	--

Office Hours

Faculty members full-time and part-time, as part of their instructional responsibilities, must schedule, post and maintain regular office hours during which they will be available to their students for consultation. The hours scheduled for consultation should be at times and on days when students in a faculty member's class are normally on campus. An instructor should schedule at least one-half hour of office time for each hour of class instruction.

ADOPTED: 04/28/89

AMENDED: 09/20/96, 06/02/00

Academic Dishonesty

Academic dishonesty cannot be condoned by the College. Such dishonesty includes cheating and plagiarism (examples of which are given below), which may result in expulsion from the College.

Cheating includes, but is not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after an examination has been submitted, falsifying any official College record or misrepresenting facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to, submitting to satisfy an academic requirement any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that a reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; "dry-lobbing", which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Students found guilty of academic dishonesty, including cheating and plagiarism, shall be liable to suspension or dismissal from the College. A student may request to challenge the infraction charged against him/her.

Student misconduct is handled by the Office of the Dean of Student Affairs.

ADOPTED: 01/31/96

AMENDED:

Student Evaluations of Course and Instructor

Every instructor in the College is to be evaluated by his/her students in every course, in every academic session.

The student evaluation of courses/instructors shall include written responses from students, and are to be conducted in the format and in the manner approved by the Academic Vice President.

The Academic Vice President shall be responsible for establishing written procedures regarding the use of the results of the course/instructor evaluations.

ADOPTED: 04/28/89

AMENDED: 04/09/97

Class Attendance

Students are expected to attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active class participation by every student is essential to ensure maximum benefit for all members of the class.

Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course.

Students who miss a class should report to their instructor upon their return to inquire about making up the work missed. Students who know that they will miss class should inform their instructor in advance in order to get upcoming assignments.

Students should be informed of this policy through the College Catalogue, and each instructor is expected to include information about class attendance in the course syllabus given to each student at the beginning of the course.

ADOPTED: 04/28/89

AMENDED: 01/31/96; 04/09/97

Class Meetings

Classes are to meet on the days, at the times, and in the locations listed in the Schedule of Classes.

Exceptions to this policy may be granted an instructor by a Department Chair, but such permission must be obtained by an instructor prior to making any change in the scheduled time or place.

If an instructor is unable to meet his/her class for any reason, the instructor should inform the Department Chair so that a class cancellation notice may be posted on the classroom door. If no such notice is posted and an instructor fails to meet the class at the scheduled time, students may assume the class is canceled fifteen minutes after the scheduled starting time of the class.

ADOPTED: 04/28/89
AMENDED: 04/09/97

**NORTHERN MARIANAS COLLEGE
BOARD POLICY**

EDUCATIONAL PROGRAM	3015
---------------------	------

Facilities Problems

If classroom facilities are inadequate or otherwise unsatisfactory, instructors should notify the Department Chair, who is responsible for initiating a work request or dealing with the problem in some other appropriate manner.

Classes are not to be relocated without authorization by the Department Chair. Upon approval, the instructor is responsible for posting notification of class relocation on the classroom door.

ADOPTED: 04/28/89

AMENDED: 04/09/97

page 1 of 1

**Evaluation of Student performance: Criteria for Grading
and for a Grade of "Incomplete"**

I. Criteria for Grading

- A. Grades are assigned solely on student **performance** in the course.
- B. Students have the right to know, **within a reasonable time**, their test scores, to have their papers and **examinations** reviewed, and to be provided upon request an explanation **of how** their course grade was determined.
- C. Instructors are therefore responsible **for employing** dependable and demonstrable methods of evaluating the **academic** work of students and for informing students about their **grading criteria** in a course syllabus to be distributed to every student at the **beginning** of a course.

GRADES

- D. The following letter grades are used to **indicate** the quality of students' scholastic performance in courses taken **for academic** credit. Each letter grade earns the indicated number of "**grade points**" which are used to determine a student's "**grade point average**" (GPA), i.e., and overall academic performance.

A Superior	4 grade points
B Above Average	3 grade points
C Average	2 grade points
D Below Average	1 grade point
F Failure	0 grade point

ADOPTED: 04/28/89

AMENDED: 01/31/96; 04/09/97; 09/24/97; 07/28/04

**Evaluation of Student performance: Criteria for Grading
and for a Grade of "Incomplete"**

E. In the circumstances explained below, the following letter grades are given for certain courses attended by students:

<u>CIP</u>	<u>Course in Progress</u>
<i>I</i>	<i>Incomplete</i>
<i>W</i>	<i>Withdraw</i>
<i>P</i>	<i>Pass</i>
<i>NP</i>	<i>No Pass</i>
<i>AU</i>	<i>Audit</i>
<i>TF</i>	<i>Technical Failure</i>
<i>NDU</i>	<i>Non-Degree Unit</i>

- A. **CIP.** A grade of "CIP" (Course in Progress) is designated for courses, which are designed to be completed after the normal semester ends. This grade is entered on the student's transcript until the course is completed; at which time it is replaced by a regular letter grade.
- B. The "I" or Incomplete Grade may be awarded at the instructor's discretion, subject to approval by the department chair, to students engaged in passing work who, because of reasons beyond their control, have yet to complete a small, but important part of the course work. This portion of the course work may be something like a final exam, a final research paper, a final project, or not more than two papers for a composition course. Unless there are extenuating circumstances that the instructor and department chair agree are valid reasons for postponing completion of the course work for a maximum of one calendar year, the unfinished work should be completed and submitted to the instructor as soon as practicable, but no later than the middle of the following term. If the course work is not completed by the deadline indicated on the Incomplete Grade Memorandum form, the "I" will automatically become an "F".

ADOPTED: 04/28/89

AMENDED: 01/31/96; 04/09/97; 09/24/97; 07/28/04

**Evaluation of Student performance: Criteria for Grading
and for a Grade of "Incomplete"**

I. Criteria for a Grade of Incomplete

I. The "I" or Incomplete Grade may be awarded at the instructor's discretion, subject to approval by the Department Chair, to students engaged in passing work who, because of reasons beyond their control, have yet to complete a small, but important part of the course work. This portion of the course work may be something like a final exam, a final research paper, a final project, or not more than two papers for a composition course. The unfinished work should be completed and submitted to the instructor as soon as practicable, but no later than the middle of the following term. If there are extenuating circumstances that the instructor and Department Chair agree are valid, completion of the course work may be postponed for a maximum of six months. If the course work is not completed by the deadline indicated on the Incomplete Grade Memorandum form, the "I" will become an "F" in the student's official academic record.

W. A grade of 'W' is entered on the student's permanent academic record when a course is dropped in the manner indicated above under "Withdrawal and Add/Drop Procedures.

P or NP. (For College Credit Courses) By arrangement with an individual instructor, and with written permission from the instructor's Department Chair, a course may be taken for a grade of "Pass" (P) or "No Pass" (NP). A grade of "P" is given when the student, in the judgment of the instructor, has demonstrated an acceptable mastery of the subject matter to warrant being granted credit for the course. A grade of "NP" is given when such is not the case.

ADOPTED: 04/28/89

AMENDED: 01/31/96; 04/09/97; 09/24/97; 07/28/04

page 3 of 5

A grade of "P" awards the student the number of academic credits

**Evaluation of Student performance: Criteria for Grading
and for a Grade of "Incomplete"**

assigned to the course. A grade of "P" will usually not be accepted as a credit by many institutions except when the "P" is specified as a letter grade of "C" or above.

(This option must be approved no later than the fourth week of instruction)

AU. With permission of an instructor a student may audit a course. A special form for this purpose must be obtained from the Office of Admissions and Records, signed by the instructor, and returned to the office of Admissions and Records at the time of registration. Tuition for auditing a course is the same as regular tuition.

No papers, research, or assignments are expected from auditors. Students who audit courses cannot earn academic credits for those courses, and do not have laboratory privileges. Audited courses are not used to compute study load or to determine full/part-time status, nor are they used to establish eligibility for veteran or other financial benefits.

NP. No Pass is a specific grade reserved for English Language Institute (ELI) courses and Developmental Math Courses. Some students may make progress in fulfilling their proficiency requirements, but not enough progress to move on to the next level. In such cases they receive a grade of NP, and must register for and retake the class until the required proficiency has been reached. An NP grade indicates that the student is making progress within that level, but needs more practice before qualifying for promotion to the next level.

ADOPTED: 04/28/89

AMENDED: 01/31/96; 04/09/97; 09/24/97; 07/28/04
--

**Evaluation of Student performance: Criteria for Grading
and for a Grade of "Incomplete"**

The NP grade is not a failing grade. A grade of TF is given to ELI or developmental math student whose performance is inadequate.

NDU. This is an abbreviation for "Non-Degree Unit", and indicates that the credits earned are for remedial courses not counted toward the total credits required for the Associate Degree.

Note. Grades of CIP, I, W. P. NP and AU, are not included when computing a student's GPA. Recipients of financial aid or veteran educational benefits should also note that grades of "TF", "NP" and "AU" cannot be used to meet "satisfactory progress" requirements.

ADOPTED: 04/28/89

AMENDED: 01/31/96; 04/09/97; 09/24/97; 07/28/04
--

Changing Grades

The College recognizes the prerogative of each faculty member to set performance standards for a course, and to apply these to individual students. While the College stands ready to correct demonstrable injustices to students, it holds that the instructor's judgment at the time the original grade was assigned is generally more reliable than a later reconsideration of the matter.

Except as indicated below, a change of grade maybe made only in the case of a clerical or other administrative error. The definition of a clerical error is an error in calculating or recording the grade by the instructor or by an assistant. A change of grade may not be made as a re-judgment or an afterthought.

In order to be accepted by the Records Office, appeals for a grade change because of clerical error must be approved by the instructor and by the Department Chair. Forms for change of grade because of clerical error are available in department offices.

All appeals for a change of grade must be initiated within one semester of the grade being issued.

The Academic Fairness Committee stands ready to serve students who wish to appeal a grade decision made by an instructor. An official petition form is available through the Office of Student Services.

ADOPTED: 04/28/89

AMENDED:

**NORTHERN MARIANAS COLLEGE
BOARD POLICY**

EDUCATIONAL PROGRAM	3019
---------------------	------

Final Examinations

A final examination at the time stated in the Schedule of Classes is required for every course. Any exception to this requirement must be approved by the Department Chair and by the Dean of Instruction.

ADOPTED: 04/28/89

AMENDED: 12/30/93

page 1 of 1

Privacy Rights of Students

I. Regulations designed to protect the privacy of student records are set forth in the Federal Family Educational Rights and Privacy Act of 1974. This law requires that written permission from the student be received before personally identifiable data about the student can be revealed to other than a specific list of professional persons responsible for the data or the welfare of the student.

II. Posting Grades

Privacy regulations forbid the posting of grades by name or any other means that will allow students to be identified personally. With the express consent of students, instructors may use social security numbers for posting grades if the ordering of the j numbers does not correspond to the alphabetical order of the class roster. However, instructors should consider that the prompt return of graded assignments will preclude any need for publishing grades.

III. Student Rights Regarding their Records

- A. Concerning their academic records, NMC Students have the right to:
1. Review the content of their records
 2. obtain copies of their records upon payment of the transcript fee, and
 3. Have a hearing to challenge the content of their records.
- B. Exercising the right to review the content of one's academic records must be done by appointment during regular business hours.
- C. Procedures for challenging the contents of one's academic records may be obtained from the Dean of Student Affairs.

ADOPTED: 04/28/89

AMENDED: 01/31/96

Non-Discrimination and Affirmative Action

It is the policy of NMC to comply with the United States Constitution and with Federal and CNMI laws and Executive Orders that prohibit discrimination. This policy of the College extends, but is not limited to, the following: Title VI of the Civil Rights Acts of 1964 as amended (race, color, national origin), the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision) and Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap).

NMC complies with federal and CNMI laws that mandate affirmative action and the elimination of discrimination in recruitment, hiring, training, promotion and retention of staff and faculty.

As an integral part of its policy on non-discrimination and affirmative action, the Office of the President hereby declares and affirms its commitment to the pursuit of equal educational and employment opportunities for all people. Harassment of students or employees on the basis of sex will not be tolerated, and complaints will be handled by an appropriate College officer.

NMC protects students' privacy as required in Title 20 of the United States Code, Section 1232g, relating to Family Educational and Privacy Rights.

ADOPTED: 0

AMENDED:

Withdrawal and Add/Drop Procedures

- I. Students may add courses through the first week of classes during a regular semester without obtaining permission from instructors; thereafter, instructor approval is required.

Students may officially withdraw from one or more courses at their own discretion by completing the following procedures:

- A. Obtain an Add/Drop Form from the Office of Admissions and Records;
 - B. Present the completed Add/Drop Form to the Financial Aid Office, together with the student copy of the official registration form for administrative adjustment; and
 - C. Submit the completed Add/Drop Form to the Finance Office.
- II. Add/Drop Forms must be processed on or before the "Last day to withdraw from class" published in the Class Schedule for that particular semester or session.
 - III. Courses dropped during the refund period" (see TUITION AND FEES section of the Class Schedule) will not appear on the student's permanent record. Courses dropped after that date receive a grade of "W" which is entered on the student's permanent academic record. Failure to withdraw officially from a course will result in a grade of "F" being entered on the student's permanent academic record.

ADOPTED: 01/31/96

AMENDED:

page 1 of 1

Student Appeal Process

Any student who wishes to appeal an action (academic or otherwise) by any member of the College or another student may file a Notice of Appeal to the Appeals Committee for relief. Notice of Appeal forms are available at the Admissions, Financial Aid and Counseling offices. The Complainant must file a Notice of Appeal within ten (10) working days of the action which gave rise to the complaint/grievance. Before initiating an appeal to the Appeals Committee the Complainant must attempt to resolve the matter with the administrator, faculty, student, or a staff member of the College, through an informal discussion in a presence of mediator from another department or division.

Within fifteen (15) working days from the stamped date of the Notice of Appeal, then Appeal Liaison Officer must arrange a schedule for a mediation. If either the Complainant or the Defendant is dissatisfied with the results of the mediation, the dissatisfied party has the right to have the complaint heard by the Appeals Committee composed of five members appointed by the President from the faculty, student body and staff of the College. The dissatisfied party must file a Notice of Appeal with they Appeal Liaison Officer within thirty (30) calendar days from the date of mediation. If no Notice of Appeal is filed by either party within thirty (30) calendar days from the date of mediation, the decision reached in the mediation becomes final. Once the Appeal Liaison Officer receives the Notice of Appeal from the dissatisfied party, the Appeals Committee has fifteen (15) working days to schedule a hearing for the appeal. The decision of the Appeals Committee will be achieved by two-thirds (2/3) vote. The decision of the Appeals Committee will be final.

ADOPTED: 01/31/96

AMENDED:

**NORTHERN MARIANAS COLLEGE
BOARD POLICY**

EDUCATIONAL PROGRAM	3033
---------------------	------

Evaluation of Instructional Faculty

Instructional faculty shall be evaluated according to the evaluation elements, defining activities, and standards for summary ratings as set forth in Administrative Procedure # 3033.

ADOPTED: 06/25/97

AMENDED:

page 1 of 1

**NORTHERN MARIANAS COLLEGE
BOARD POLICY**

HUMAN RESOURCES

3034

Quality of Instruction

It is the determination of Northern Marianas College that the quality of instruction for all classes shall remain uniformly high whether taught by full-time or part-time faculty.

ADOPTED: 11/18/94

AMENDED:

page 1 of 1

Northern Marianas College
Board of Regents Policy

SUBJECT:	Miscellaneous	EFFECTIVE:	November 09, 2011
SECTION:	907	POLICY NAME:	Drug Free Workplace, Smoking Tobacco and Betel Nut Chewing
ACCJC Standard/Policy:			
<p>The Northern Marianas College shall comply with the Drug Free Workplace Act of 1988. In addition, the College also prohibits smoking and chewing tobacco or betel nut on College property. The College shall adopt an internal procedure implementing the Drug Free Workplace Act of 1988 and the CNMI Public Law 16-46 prohibiting smoking in all workplaces and public places, and for all other purposes.</p>			
HISTORY:	Replaces HR Policy Nos. 4920 & 4921 (Part VII.G & J Conduct Rules and Expectations-Drugs and Alcohol and Smoking and Tobacco, Betel Nut Chewing).		

Northern Marianas College
Board of Regents Policy

SUBJECT:	Academic Affairs	EFFECTIVE:	November 28, 2011
SECTION:	303.1	POLICY NAME:	Program Guarantee
ACCJC Standard/Policy:	II.A.2		
<p>Northern Marianas College (NMC) offers education and training designed to enable students to acquire the entry-level vocational/technical competencies necessary to enter the workforce. NMC stands behind the training provided and will guarantee tuition free to provide up to eight credits of retraining under the condition that the employer certifies that the student lacks the target job competencies normally expected of an entry-level employee who has graduated from an equivalent vocational/technical program.</p> <p>To be eligible for retraining, a student must have graduated from NMC with an associate in science or associate in applied science degree, or baccalaureate degree in education.</p>			
HISTORY:	New Policy		

Northern Marianas College
Board of Regents Policy

SUBJECT:	Academic Affairs	EFFECTIVE:	May 21, 2012
SECTION:	301.2	POLICY NAME:	Political Activities
ACCJC Standard/Policy:	II.A.7		
<p>The Board of Regents recognizes the importance of, and encourages, participation by individuals in the political, social, and economic affairs of the Commonwealth of the Northern Mariana Islands (CNMI) and the United States (U.S.). While the Board respects the deep concern of individual faculty members and students about current events and issues, and the committed desire to participate actively in elections, we must emphasize the distinction between involvement of an individual and the involvement of the College. The Board affirms its traditional concern for the well-being of the society; at the same time, the College must remain outside the political arena. Adjustment of the academic calendar in order to free students, faculty, or other employees to engage in political activity is not consistent with the foregoing affirmation.</p> <p>This policy does not bar anyone from active independent participation in political campaigns in behalf of candidates of his or her choice or in the advancement of his or her political beliefs or policy concerns outside the institution. In fact, active participation by all Americans in the political process which is fundamental to the democratic way of life is encouraged.</p> <p><i>The Board does not believe it legitimate or wise for this College to make political commitments. Further, Northern Marianas College (NMC) participation in political activity, however worthy that activity be in itself, would raise many legal questions.</i></p> <p>Northern Marianas College must always be a place of learning, a place for discussion, a place to hear differing opinions, a place for dissent, but such dissent must be made in a rational, lawful and peaceful manner. <i>It must be made with due respect for the rights of others, and without any disruption to the College mission, schedule, or student learning activities.</i> While the Board protects the rights of all those who choose to dissent in peaceful and lawful ways, it must defend, with all the power at its command, the rights of others when any actions by dissenters are clearly disruptive of the work and program of the College.</p>			
HISTORY:	Replaces Board Policy Human Resources Part VII.F Political Activities as amended on 03/11/2011.		

PART VII.A COMMENCEMENT ATTENDANCE

Attendance at commencement is required for all full-time instructional faculty and all academic Department Chairs, unless the Dean of Academic Programs and Services has granted prior written approval for the absence of a full-time instructional faculty member or an academic Department Chair. Educational administrators are also required to attend commencement annually.

Staff and adjunct faculty are encouraged to attend.

This policy also is an addition to Board Policy 3007 Attendance at Official Meetings and Exercises as amended on September 20, 1996.

PART VII.B EMPLOYEE DISCIPLINE

An employee may be subject to disciplinary action for just cause. Employees may be disciplined for reasons which include, but are not limited to, the following:

1. Unauthorized or excessive absence from work.
2. Abuse of sick leave.
3. Possession and/or use of a controlled substance on the job, or reporting for work while under the influence of a controlled substance. Possession and proper use of drugs prescribed by a licensed physician are not prohibited.
4. Offensive or abusive conduct or language toward other employees, students, or the public when on duty.
5. Dishonesty.
6. Drinking alcoholic beverages on the job, or reporting for work while under the influence of alcohol.
7. Willfully falsifying any information supplied on application forms, employment records, or any other College records.
8. Approving or processing an unauthorized procurement transaction.
9. Non-performance of duties.
10. Insubordination, (including, but not limited to, refusal to do assigned work and/or follow lawful directives).
11. Conviction of a crime.
12. Disrespectful, disorderly, or immoral conduct.
13. Willful misconduct or violation of law or any provision of the NMC Human Resource policies.
14. Other good cause that demonstrates negligence or misconduct.

The level of discipline taken, which may be counseling, warning, reprimand, suspension or termination, will be based upon the frequency, severity, and consequences of the offense(s). Recommendation for appropriate disciplinary action will be made by the

PART VII.H WORKPLACE VIOLENCE PREVENTION

The Northern Marianas College can best perform its mission when faculty, students, and staff co-exist in a climate that supports academic freedom and the free exchange of ideas, and utilizes constructive methods of conflict management. The Northern Marianas College is committed to supporting these principles while creating and maintaining an environment that is free from harassment, intimidation, disruptions, threats, and acts of violence.

Harassment, intimidation, disruptions, threats, and acts of violence will not be ignored, condoned, or tolerated. Any and all of these acts will be considered serious misconduct and will be the basis for disciplinary action, up to and including dismissal. Acts that constitute criminal behavior will be referred to law enforcement.

Assurance of a safe working environment is important to everyone. All members of our college community are encouraged to report any occurrence of harassment, intimidation, disruptions, threats, or acts of violence to their supervisor, Department Chair, Dean, Director, or the Human Resource Manager.

PART VII.I PROFESSIONAL IMAGE AND DRESS CODE

It is the policy of the Northern Marianas College to permit casual business dress as a general rule. However, each employee's dress, grooming, and personal hygiene must be appropriate to the work situation.

Employees, both faculty and staff, are expected at all times to present a professional image to students, prospective students and families, and business contacts, as well as the general public. While the College dress policy supports casual work attire and encourages appropriate and tasteful self-expression, radical departures from conventional dress or personal grooming and hygiene standards are not permitted. The College has a responsibility both to maintain its professional standards and to prevent the development of any harassing or offensive work environment.

All employees should maintain a neat and business like appearance at all times.

Relationships with Students

Because of the commitment to maintaining an environment that supports educational goals and prohibits exploitation of students, the College discourages personal relationships between college employees and students. It strictly prohibits any exploitive relationship where the relationship is based upon the student's fear or anticipation of any favorable or unfavorable action by a College employee. In the event that any such abusive and exploitive relationship is reported and confirmed, the college employee is subject to employee disciplinary procedures up to and including termination of employment. The policies and procedures for employee disciplinary procedures and dismissal for cause apply in all such cases.

Part VII.K MEDIA RELATIONS PROTOCOL

As a public institution of higher learning, Northern Marianas College and its programs and services are of high interest to the public. In order to ensure that official messages originating from the College are consistent and accurate, it is important that the following media relations policy be followed by all NMC employees:

The President of the Northern Marianas College is the official spokesperson of the College. In the President's absence, the acting President or the Director of the Office of Institutional Advancement shall serve as the official spokesperson. Other individuals, on a case-by-case basis, may be specifically and explicitly authorized by the President to officially speak on behalf of the College.

As outlined in the Board of Regents Policy and in NMC Employment Contracts, the College recognizes the rights and responsibilities that flow from the exercise of academic freedom and the freedom of speech. Board Policy and the Employment Contracts provide that:

As citizens engaged in a profession that depends upon freedom of inquiry and expression, instructors have a special obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

As members of their community, instructors have the rights and obligations of all citizens. They measure the use of these rights and the urgency of these obligations in light of their responsibility to their students, to the College, and to their profession. When they speak or act as private persons, they avoid giving any impression that they speak or act for the College.

Board of Regents Policy §§3001 Professional Ethics and 4020a; Conditions of Employment for Faculty, I. Prologue: Professional Ethics, ¶4-5.

Members of the NMC's faculty are encouraged to speak with the media and to educate the general public within areas of their academic expertise. All members of NMC's community should, however, consistent with Board Policy, avoid giving the impression that they speak or act for the College when they speak or act as private persons.

The Office of Institutional Advancement will coordinate all media-related activities for the College and will be the official news source and the principal contact for all communication between the College and media representatives. Media inquiries concerning official NMC business or institutional questions are to be referred to the Office of Institutional Advancement.

Also, as provided by Board of Regents Policy, all members of the NMC community have the following obligations:

The employee's responsibility in fulfilling his/her obligation to the public shall be to:


1. Not misrepresent the College.
2. Take adequate precautions to distinguish between his/her personal views and those of the College.
3. Not knowingly distort or misrepresent the College's concerns in direct and indirect public expressions.
4. Not interfere with a co-worker's exercise of political and citizenship rights and responsibilities.
5. Not use institutional privileges for private gain or to promote political candidates or partisan or nonpartisan-political activities.

Any questions or concerns regarding this policy should be referred to the Human Resource Office or the Office of Institutional Advancement.

Part VII.L

PROGRAM REVIEW

As part of the College's commitment to data-driven, evidence-based decision making for continuous quality improvement, all employees of the college shall participate in the program review process. This shall include, but is not limited to, participating in the development and monitoring of program mission and outcomes, collecting and interpreting program appropriate data and evidence, evaluating program effectiveness, developing action plans for improvement, and participating in activities led by the Planning, Program Review Outcomes and Assessment Committee (PROAC). Participation in the program review process shall be considered in each employee's annual evaluation.

The logo of Northern Marianas College is a circular emblem. It features a central figure of a bird with its wings spread, perched on a stylized base. The text "NORTHERN MARIANAS COLLEGE" is written in a circular path around the top and sides of the emblem. At the bottom, the year "1981" is displayed. The letters "NMC" are positioned below the bird. The entire logo is rendered in a light, semi-transparent grey color.

Resource Document

L

Northern Marianas College
Academic Programs and Services

Syllabus Requirements

A syllabus must include, but is not limited to, the following:

1. **Basic Information**
 - Semester and Year
 - Course ID, **Section**, and Title (e.g., AR 101 01 Introduction to Art)
 - Instructor's Name
 - Days, Time, and Room for Course Sessions
 - Instructor's Office Location and Days and Times of Office Hours
(Schedule one-half hour of office hours for each credit taught)
 - Instructor's Office Phone Number
 - Instructor's NMC E-mail Address
2. **Required and Recommended Textbooks**
3. **NMC Mission Statement** (see p. 2)
4. **NMC Institutional Philosophy Statement** (see p. 2)
5. **Course Description** (from current NMC catalog or approved course guide)
6. **Course Requirements** (Tests, quizzes, essays, papers, projects, presentations, etc., and how much each counts towards the course grade.)
7. **Letter Grade Equivalents for Numerical Grades** (see p. 2)
8. **Academic Dishonesty** (see p. 2)
9. **Attendance Policy** (see p. 2)
10. **Any requirements/conditions for submitting late work or taking a makeup exam.**
11. **Any requirements/conditions for receiving grades of Incomplete (I).**
Note: Instructors are not required to give any grades of Incomplete.
12. **Disabilities Statement** (see p. 3)
13. **Classroom Etiquette Statement** (concerning using cell phones in class, cell phone usage outside of the classroom during class time, and chewing betel nut in the classroom) (see sample on p. 3)
14. **Student Dissatisfaction Statement** (see p. 3)
15. **Early Intervention Statement** (see p. 3)
16. **Program Guarantee** (see p.3)
17. **NMC General Education Student Learning Outcomes for the Course** (see pp. 3-4)
18. **Program Learning Outcomes for the Program** (from current NMC catalog, 4-5)
(**ELI PLO's or Liberal Arts PLO's**)

Northern Marianas College Academic Programs and Services

19. **Student Learning Outcomes for the Course** (from current approved course guide)
(Request a copy of Course Guide if needed)
20. **Course Schedule** (weekly schedule of course topics, textbook chapters and/or Sections, assignments, quizzes, tests, etc.)

NMC Mission Statement: As stated in Amendment 38 to the CNMI Constitution, “The mission of Northern Marianas College shall be to provide the best quality and meaningful postsecondary and adult education opportunities for the purpose of improving the quality of life for the individual and for the Commonwealth as a whole. The College shall be responsible for providing education in the areas of adult and continuing education, postsecondary and adult vocational education and professional development for the people of the Commonwealth.”

NMC Institutional Philosophy: Respecting the human dignity and unique talents of each person, Northern Marianas College is dedicated to helping its students actualize their potentials for the enhancement of their individual lives as well as for the improvement of the Commonwealth as a whole. The College is committed to an on-going process of planning, assessment, re-evaluation, and improvement in all aspects of its mission.

Letter Grade Equivalent for Numerical Grades

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Academic Dishonesty

Cheating: Cheating, includes, but is not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after an examination has been submitted, falsifying any official College record, or misrepresenting facts in order to obtain exemptions from course requirements.

Plagiarism: Plagiarism, includes, but is not limited to, satisfying any academic requirement by submitting any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that a reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; “dry labbing,” which includes (a) obtaining and using experimental data from other students without express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, or (c) fabricating data to fit the expected results.

Students found guilty of academic dishonesty, including cheating and plagiarism, shall be liable to suspension or dismissal from NMC. A student may request to challenge the infraction charged against him or her. The Office of the Dean of Student Services addresses all student misconduct.

Class Attendance: Students are expected to attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active class participation by every student is essential to ensure maximum benefit for all members of the class. Absence from more than 10% of scheduled classes may be considered grounds for a failing

Northern Marianas College Academic Programs and Services

grade in the course. Students who miss a class should report to their instructor upon their return to inquire about making up the work missed. Students who know that they will miss class should inform their instructor in advance in order to obtain upcoming assignments.

Disabilities Statement: The Northern Marianas College is committed to ensuring, through a variety of services, access to facilities and programs to students with either permanent or temporary disabilities. The Disabilities Support Services Program coordinates NMC's accommodations for students with documented disabilities. Accommodations are determined on a case-by-case at the request of the student. Students who are interested in receiving more information regarding services for students with disabilities are encouraged to contact the Disability Support Services Office at 234-5498 ext. 1345. TTY users please call 234-3697. The Disability Support Services Office is located in Building P.

Classroom Etiquette: Cell phone usage in the classroom is extremely disruptive to students as well as the instructor. Cell phones must be turned off upon entry into the classroom. Leaving the classroom to answer cell phone calls or send text messages during class is also disruptive and is not allowed. Chewing betel nut in the classroom causes sanitation problems as well as being a distraction, and it is not allowed.

Student Dissatisfaction With The Course: If you are not satisfied with anything in this course, you should feel free to talk it over with your instructor. If you feel your instructor is unwilling or unable to help you with your problem or concern, you may bring the matter to the attention of a counselor in the Counseling Programs and Services Office and/or to the Chair of the *[Department's Name]* Department. If you still feel your problem or concern is not adequately being dealt with, you may bring your problem or concern to the Dean of Academic Programs and Services.

Early Intervention: Early Intervention NMC counselors and instructors work collaboratively to identify and assist students who are at risk of either performing poorly academically or dropping out of school. The counseling staff reaches out to students referred by instructors and engages students with information, insight and available options to assist with overcoming their individual issues. The counseling staff reaches out to students on probation or suspension to review options for continued enrollment and identify resources to support academic success.

PROGRAM GUARANTEE: Northern Marianas College (NMC) offers education and training designed to enable students to acquire the entry-level vocational/technical competencies necessary to enter the workforce. NMC stands behind the training provided and will guarantee tuition free to provide up to eight credits of retraining under the condition that the employer certifies that the student lacks the target job competencies normally expected of an entry-level employee who has graduated from an equivalent vocational/technical program.

To be eligible for retraining, a student must have graduated from NMC with an associate in science or associate in applied science degree, or baccalaureate degree in education.

General Education Student Learning Outcomes: The goals of NMC's General Education Program are for students to acquire important general knowledge, develop basic academic skills, develop critical thinking skills, and be able to integrate their knowledge and skills so as to promote the capacity for life-long learning. The General Education Learning Outcomes at NMC are as follows:

1. Critical Thinking

Upon completion of coursework, a student will be able to:

- 1.1 Make connections between two or more areas of knowledge and apply learning to daily life experiences.
- 1.2 Use critical and analytical thinking skills to solve a variety of problems.

2. Humanities

Upon completion of coursework, a student will be able to:

Northern Marianas College
Academic Programs and Services

- 2.1 Demonstrate an awareness of the scope and variety of works in the arts and humanities, and articulate the value of aesthetics and creativity.
- 2.2 Make decisions in daily life based on creative thought and ethical principles.

3. Citizenship and Society

Upon completion of coursework, a student will be able to:

- 3.1 Define an individual's civic, political, and social responsibilities as a member of both the local and global community.
- 3.2 Recognize stereotyping, bias, and faulty reasoning in the opinions of others.

4. Technology and Information Literacy

Upon completion of coursework, a student will be able to:

- 4.1 Collect, organize and present information from various sources, including books, periodicals and the Internet.
- 4.2 Use computers to access information effectively and efficiently.

5. Oral Communication

Upon completion of coursework, a student will be able to:

- 5.1 Demonstrate oral communication proficiency in discussions, debates, and presentations.
- 5.2 Summarize and evaluate the oral communication of others, asking appropriate questions as necessary.

6. Quantitative and Scientific Reasoning

Upon completion of coursework, a student will be able to:

- 6.1 Analyze mathematical problems, determine the steps necessary to solve problems, calculate solutions, and test for correctness.
- 6.2 Answer questions and explore observations using scientific methodology.

7. Written Communication

Upon completion of coursework, a student will be able to:

- 7.1 Produce clear well-organized written work, documenting, as appropriate, borrowed sources using a recognized citation method.
- 7.2 Demonstrate mastery of standard English grammar, spelling, and punctuation.

Program Learning Outcomes (PLOs):

FOR ALL DEVELOPMENTAL ENGLISH CLASSES ONLY (EN 70-94)

ENGLISH LANGUAGE INSTITUTE (ELI)

Mission Statement

The English Language Institute is committed to the continuous development of English skills for the personal, professional and academic goals of our students and for the preparation of university-bound students. The English Language Institute Program is aimed at delivering instruction in speaking, listening, reading comprehension and writing.

Student Learning Outcome

- Students will demonstrate reading comprehension skills consistent with a level that is adequate to enter college level courses.
- Students will demonstrate vocabulary mastery skills consistent with a level that is adequate to enter college level courses.

Northern Marianas College
Academic Programs and Services

- Students will demonstrate writing skills consistent with a level that is adequate to enter college level courses.
- Students will demonstrate speaking skills consistent with a level that is adequate to enter college level courses.
- Students will demonstrate listening skills consistent with a level that is adequate to enter college level courses.

FOR EN101, 202, CO210, Literature, Philosophy, and Language Courses PLEASE USE LIBERAL ARTS PLO's:

Liberal Arts Program

The Liberal Arts Program is committed to providing students with knowledge, skills, and values in the arts and sciences that promote health and well-being, scientific inquiry, effective communication, and appreciation of arts and culture. NMC's Liberal Arts Program prepares a student to be a productive citizen and a life-long learner.

Program Learning Outcomes

Upon completion of the program students will be able to:

- Demonstrate English language competence in speaking;
- Demonstrate English language competence in listening;
- Employ English language competence in writing, including the ability to access and incorporate information to complete a research paper;
- Demonstrate English language competence in reading;
- Apply mathematical concepts, principles and skills in solving practical and theoretical problems, using technology when appropriate;
- Use the scientific method to gain knowledge and understanding of the natural physical and human social worlds;
- Integrate ethical standards and principles in making decisions affecting human behaviors and the environment;
- Demonstrate knowledge and understanding of the dynamics of local and international political, social and economic systems and issues;
- Interpret arts, philosophy and literature;
- Demonstrate knowledge in two of the following areas; history, geography, economics, law or sociology.
- Access and use both print and non-print information technology to perform academic and non-academic tasks.
- Appreciate, promote and practice the value of good health and;
- Appreciate the uniqueness of and recognize the relationship between, different languages and cultures.

Student Learning Outcomes (SLOs):