



Northampton Community College

FUNERAL SERVICE EDUCATION

FSED STUDENT HANDBOOK
PROGRAM INFORMATION and POLICIES

2024-2025

FUNERAL SERVICE EDUCATION MISSION STATEMENT

Our mission as Northampton Community College Funeral Service Education is to educate students in the fundamental skills, knowledge, and practice of funeral service (through courses and practicum) in order to prepare them for positions and licensure in funeral service. We strive to create a supportive learning environment which fosters communication, critical thinking, self-discipline, compassion and encourages student and faculty research in the field of funeral service. The program embraces the college's mission, vision and values, and is committed to providing an unexcelled educational experience that is inclusive and diverse.

Accreditation

The Funeral Service Education Degree Program at Northampton Community College is accredited by the American Board of Funeral Service Education (ABFSE) 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org or can be obtained [here](#). To request a printed copy of this program's rates, go to the Funeral Service Education Program Director's office, Commonwealth Hall, Office 106, or by email at tmoore@northampton.edu, or by telephone at 610-861-5576.

Minimum Admission Requirements for the Funeral Service Education Program

Acceptance into the Funeral Service Education program is competitive, and you must meet specific prerequisites to be considered for admission. These admission criteria include:

High school graduates and non-traditional student applicants: must have completed high school Biology and Chemistry (with labs) with a grade of C or better AND have an overall high school G.P.A. of 2.5 or better.

Transfer student applicants: Grades of C or better in each course being transferred in; achieved a minimum G.P.A. of 2.75 for any college-level work completed. The minimum G.P.A. does not automatically guarantee acceptance.

Requirements to Begin Funeral Core (FUNS Courses)

You will be required to have completed all 60 hours of general education courses. Please note that a minimum grade of "C" is required; ACCT101 or ACCT100; BIOS 160; BIOS202; BUSA152; CHEM135; CISC101; BUSA221 and PSYC221.

Abilities Require for Funeral Service Profession (including school)

- Able to read with understanding, write without grammatical and spelling errors, and have strong mathematic skills, all without the assistance of others
- Critical thinking and problem-solving skills
- Ability to maneuver and possibly lift 150 lbs. or more

Funeral Service Education Learning Outcomes

Upon Completion of an accredited program, students will be able to:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral services to ensure compliance.
- Apply public health and safety principles in handling and preparing human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for preparing and handling human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication and research skills needed for funeral service practice.

Program Outcomes

Graduates of the program will:

- Discuss the history and development of the funeral service profession and practices.
- Demonstrate competence in the knowledge and skills necessary to perform in the role of a funeral service professional.
- Recognize the responsibilities of the funeral service profession to the community at large.
- Demonstrate professionalism and accountability related to the legal, regulatory, and ethical issues facing funeral service.
- Communicate effectively in oral and written forms with client families, peers, members of the funeral service community, and those in allied professions.
- Assess and attend to the pre-need, at-need, and aftercare needs of client families.
- Employ safe practices, competence, and compassion when caring for the deceased.
- Identify the application of scholarly research in the field of funeral service.
- Complete satisfactorily a curriculum at the post-secondary level of instruction

Course Code	Course Title	Credits
COLS 101	College Success	1
*ACCT 101	Financial Accounting I or ACCT100 Accounting for Non-Accountants	3
*BIOS 160	Human Biology	4
*BIOS 202	Microbiology for Allied Health	4
*BUSA 152	Business Law I	3
*BUSA 221	Business Communication	3
BUSA__	Business Elective	3
*CHEM 135	Chemistry of Life	4
*CISC 101	Introduction to Computers	3
CMTH 102	Speech Communication	3
ENGL 101C	English I	3
ENGL 151L	English II (Literature)	3
MATH __	Mathematics Elective (QL)	3
PHIL 111	On Death & Dying	3
PSYC 103	Introduction to Psychology	3
FUNS 105	Funeral Directing	3
*PSYC 221	Responding to the Bereaved	3
SOCA 103	Principles of Sociology	3
FUNS 101	Principles of Funeral Service	2
FUNS 102	Introduction to Funeral Service	4
FUNS 201	Funeral Home Operations I	4
FUNS 203	General Pathology	3
FUNS 210	Embalming Theory I	3

FUNS 212 or	Clinical Embalming I or	
	FUNS 241 Field Study I	1
FUNS 220	Embalming Theory II	3
FUNS 222 or	Clinical Embalming II or	
	FUNS 242 Field Study II	1
FUNS 231	Funeral Home Operations II	2
FUNS 251	US & PA Funeral Law	3
FUNS 255	Cosmetology & Restorative Art	3
FUNS 280	FSED Comprehensive Review	1
_____	Social Science: Societies and	
	Institutions over Time Elective	
	(SIT)	3
-----	Elective	3
-----	Elective	3
Total Credits		94

*Students must earn a grade of "C" or better in these courses to begin FUNS Courses

For their Social Science: Societies and Institutions over Time (SIT) Elective, students must select a course from the list of approved courses in that category.

One General Education course must be taken in a Writing Intensive (WI) section. In addition, this program includes writing-intensive work in various courses; thus, completing the program automatically satisfies the program-related Writing Intensive (WI) requirement.

Computer competencies are included in various courses in this program and CISC101. Thus, completing the program automatically satisfies the computing requirement.

For their Mathematics (QL) Elective, students must select a course from the list of approved courses in that category.

Students must earn a grade of "C" or better in all FUNS courses to progress in the program.

After graduation, a student must sit for the National Board Examination of the International Conference of Funeral Service Examining Boards.

Academic Advising

The Academic Advising Office assigns an academic advisor to every full-time student at NCC. At the beginning of the fall semester, you should receive a letter from the Academic Advising Office indicating your advisor's name. All funeral service students are assigned to a full-time faculty member or the program director for advising. Students are encouraged to contact their advisor early in the first semester to plan their academic career at NCC.

Full-time faculty have four office hours scheduled per week. The hours are posted outside of office doors, along with sign-up sheets for you to use to schedule an appointment.

The purposes of having an academic advisor are to:

- assist you in choosing courses that will satisfy the degree
- help resolve any academic problems or concerns you may have during your course of study
- assist you in your progress toward your academic goal
- make referrals for other College services, i.e., career or personal counseling

Please feel free to make an appointment to meet with your advisor as often as necessary. We are available to guide you, provide suggestions or recommendations, and offer support and encouragement to help you succeed in the funeral service education program.

**Northampton Community College
Funeral Service Education
Essential Functions**

The Funeral Service Education curriculum requires students to have adequate communication, motor, sensory, cognitive, behavioral, and ethical abilities to ensure classmates' health and safety and complete the program of study successfully. The Essential Functions reflect the required abilities compatible with effective performance as an entry-level funeral director.

Abilities	Standard	Some Examples of Necessary Activities (not all-inclusive)
Grammatical Skills	The ability to spell correctly and be able to identify words based on spelling without help The ability to write grammatically correct	<ul style="list-style-type: none"> • Writing obituaries • Complete arrangement forms • Complete authorization forms • Complete the required government forms
Physical endurance	Maintain Physical tolerance	<ul style="list-style-type: none"> • Stand continuously for 2-3 hours minimum • Push and pull 75 pounds minimum • Lift 75 pounds minimum • Twist • Bend
Motor Skills/Sensory	Gross and fine motor abilities sufficient to provide safe and effective care and documentation. Tactile ability sufficient for client assessment and treatment. Visual ability sufficient for observation and assessment.	<ul style="list-style-type: none"> • Reaches, manipulates, and operates equipment & instruments • Ability to palpate arteries • Reach above shoulders • Reach below waist • Stoop and Squat • Hand and eye coordination
Behavioral/Emotional	The ability to perceive events realistically, think clearly and rationally, and function appropriately in	<ul style="list-style-type: none"> • Handles multiple priorities in stressful situations • Adapts quickly to change • Uses good judgment

	routine and stressful situations.	<ul style="list-style-type: none"> • Respect for instructor and classmates
Cognitive/Critical Thinking	<p>Critical thinking/problem-solving ability sufficient for sound clinical judgment.</p> <p>Comprehend, analyze, apply, synthesize, and evaluate information.</p>	<ul style="list-style-type: none"> • Observe the body to determine the selection of vessels, chemicals, etc. • Plan of action and implement • Evaluates treatment outcomes • Process information • Complete assignments • Complete embalming reports and funeral-directing tasks • Integrate knowledge and skills • Uses critical thinking skills in both the classroom and in the clinical setting
Professional Conduct	The ability to practice funeral service ethically and to abide by the professional standards of practice.	<ul style="list-style-type: none"> • Maintain positive attitude • Respectful to instructors and classmates • Accepts personal responsibility for actions - accountable • Courteous, appropriately open, and candid • Honest; presents own work • Does not share confidential information with any individual(s) who does not need to know • Manages conflict constructively • Meets deadlines; attends class/clinic on time • Tolerant, has respect for all human beings • Accepts criticism maturely • good personal hygiene • Complies with classroom rules and program policies

Penalty

If a student does not meet the essential functions in a pre-clinical, clinical, or lab course, the faculty member will issue an "F" grade for the course. The student will be referred to the program director, and depending on the essential function deficiency, the student may be dismissed from the funeral service program.

The student has the right to appeal the "F" grade or dismissal from the program by following the procedural steps listed in the College's Student Handbook under: Appeal Procedure - Charges of Academic Dishonesty.

Professionalism and Code of Ethics

Recognizing its obligations to society by insisting that its members live up to an established code of ethics is a professional criterion. Ethics is the science that deals with conduct and the Code of Professional Conduct of the National Funeral Directors Association describes the funeral director's conduct in relation to the community, client families, and professional associates.

Each funeral service student should be familiar with and practice the obligations of the profession's code. You may access the NFDA Code at nfda.org.

Sigma Phi Sigma-The Funeral Service Education Student Association

All students enrolled in the Funeral Service Education program are also considered members of Sigma Phi Sigma-The Funeral Service Education Student Association (SPS). SPS is a college-recognized student organization that promotes social, civic, and educational activities such as luncheons, field trips, community projects, and presentations.

SPS officers are selected each fall to serve for the current academic year. Your involvement in SPS is invited. You are encouraged to take advantage of your student organization's various opportunities and growth.

Sitting for National Boards

All Funeral Service Education Students are required to sit for the National Board Examination (NBE) of the International Conference of Funeral Service Examining Boards (Conference) after successfully completing all courses. Northampton Community College (NCC) has graduation after each academic term (spring and winter.) **You may receive board clearance upon successfully fulfilling the requirements of FUNS 280** and your graduation audit by the Registrar and completion of the online FSED Board Review.

The program director will notify the Conference of your intent and qualification to sit for the NBE and tentative completion of the Funeral Service Education (FSED) program. Students must request clearance from the program director.

NBE Board Review

All Funeral Service Education students are required to successfully complete FUNS 280 FSED Comprehensive Review during the final semester. This course includes practice examinations representing the subtest areas of the NBE. Instructions for the course will be located in the course syllabus. D.E.A.D (Death Education Assessment Drills) may be utilized as a part of the course.

Completing the review requires scoring **a 93% or higher** (6 times) average on each subtest and completing the comprehensive reviews. Although scoring 93% or higher in all of the subtests on the review does not guarantee successful passage of the NBE, it has proven to be a strong indicator of preparedness for boards.

Prerequisites policy

Students must have fulfilled the prerequisites for each course in which they enroll. If a student enrolls in a course without fulfilling the prerequisites, the Instructor or the Registrar (in the absence of the instructor) may withdraw the student from the course.

Final appeals policy

Students may appeal a decision made by an administrator responsible for a department or division to the Vice President for Academic Affairs *or Vice President, Student Affairs*. The Vice President's decision will be final unless stated otherwise in specific College policy (e.g., discipline).

Departmental challenge exams

NCC departmental challenge exams are available for specifically designated courses. Subject to faculty approval, students may challenge a course only once and may not challenge a course in which they have been enrolled beyond the first three weeks of the semester or the equivalent time in a shorter course. Courses must be challenged in sequence. If a course has a prerequisite, that prerequisite must be fulfilled through coursework or credit by examination acceptable to the college before a challenge examination may be taken. Internships and courses numbered 0XX will not be available for challenge. Credit for NCC challenge examinations will be awarded for scores determined by faculty to be at a passing level. For information about the availability of departmental challenge examinations, students should contact the Records Office. **The Funeral Service Education program does not offer challenge exams for courses offered through the department (FUNS prefix).**

Student rights and responsibilities

A student has the right to pursue an education in an environment that is conducive to the free flow of information and ideas. At Northampton Community College, a student is encouraged to express him or herself through speech and actions and to actively participate in decisions affecting the educational process of the college. With rights come responsibilities. A student is responsible for realizing that his or her actions must not interfere with the college's function as an educational institution and with the rights of others. The current student handbook contains the full student's rights and responsibilities document.

RESOLUTION OF CONFLICTS

If a conflict arises between a student and faculty concerning grades, course requirements, or attendance, the procedures listed below should be followed:

1. Students should approach the faculty member involved and attempt to resolve the problem.
2. If the first step does not resolve, the student should approach the program director.
3. Only after the first two procedures have been followed should the student meet with the Dean of the School of Health Sciences and Education. The Dean will meet with the student, instructor, and program director in an attempt to resolve the conflict.

PERSONAL PROBLEMS

If personal problems seem overwhelming and you need help, we hope you will contact a faculty member and/or the program director for assistance. If we know your personal situation/problem, we are in a better position to counsel you. College counselors are available in the Counseling Office; the program director and faculty may be able to assist with referrals. Do not let a problem stand in the way of your success. We want you to succeed in your chosen profession.

Student Right to Know and Campus Security Act

Graduation rates, transfer-out rates, and campus crime data required by the Student Right to Know and Campus Security Act are available upon request from the Records Office, 610-861-5494, or the Vice President for Student Affairs, 610-861-4558.

Classification of Students

Students attending the college in a regular status will be classified as follows:

- Freshman:*** Successfully completed fewer than 24 credit hours
- Sophomore:*** Successfully completed 24 or more credit hours

Academic recognition

Dean's Honors List – students who complete a minimum of six credit hours per semester and achieve a semester grade point average of not less than 3.50 will be carried on the Dean's Honor List as a mark of academic distinction.

Graduation Honors - students who complete a minimum of 30 credit hours of coursework in the graduation major at Northampton, and have a graduation grade point average of 3.50 or higher in any degree, certificate, or specialized diploma will be graduated with honors. The graduation grade point average includes only those courses used toward the graduation major.

Grading system

A plus/minus grading system is used at the college. Using the plus/minus system is an option for faculty, not a requirement. **The FSED grading scale is as follows:**

93-100	A
86-92	B
80-85	C
0-79	F

Grades will be distributed at the end of each regular semester. At the end of the seventh week of classes, faculty will submit to the Records Office the names of all students whose performance in a particular course to date puts them at risk of failing the course. The Records Office will communicate this information to those students by the end of the eighth week of the semester.

Repeated courses

The college allows a student to repeat any course once for any reason. This is subject to availability in limited enrollment courses (see particular policy for re-admission and re-entry into limited enrollment courses). A student in any remedial courses may repeat those courses twice.

Grades for all repeated courses will appear on the student transcript. The credit hours for the course may be counted only once unless the course description states otherwise. Only the highest grade earned will be used to calculate the cumulative grade point average.

A student, who fails to earn credit or to satisfy a grade prerequisite after enrolling in a course for the second time, may not register for the course for two academic years after the last attempt.

Appeals to waive this policy may be made to the Director of Advising & Transfer Services, who, in consultation with the program coordinator (if appropriate and timely to do so), will make a recommendation to the Vice President for Academic Affairs. The Vice President's decision shall be final on this matter.

ACADEMIC PROGRESSION

Schedule Change/Withdrawal

Students may withdraw from classes in which they are enrolled through the 90% point of the semester (the end of the 13th week in a 14-week semester or equivalent in courses that run on a non-standard schedule), and an instructor may issue a withdrawal for poor attendance through the same period. Any student who officially withdraws or is withdrawn by the instructor during this period will receive a grade of W for the course.

Policy for academic withdrawal from Allied Health Program:

(Nursing, Dental Hygiene, Medical Assistant, Radiography, Diagnostic Medical Sonography, Funeral Service, Licensed Massage Therapy, and Veterinary Technician)

Any student who does not successfully complete* one (1) course that carry the prefix of the student's Allied Health program, regardless of when in the program curriculum the unsuccessful attempt occurs, will be dismissed from his/her Allied Health program. An unsuccessful course completion for the purposes of this policy is defined as a final course grade of an "F," or "W".

Re-admission to the Funeral Service Education Program

Funeral Students who have been withdrawn from the program must reapply. Reapplication does not guarantee acceptance. Students withdrawn for academic reasons or excessive absences and have been readmitted **will repeat all** of the FSED core courses. If readmitted, a student will be permanently be withdrawn from the FSED program if a W or F is received during either semester.

Entering the Funeral Core (FUNS Courses)

All students must have completed 60 credits of general education requirements before entering the funeral core (FUNS Course) with a minimum GPA of 2.75. Also, please refer to the previous section concerning courses that must be successfully completed with a grade of "C" or higher. All FUNS core prerequisite courses require the program standard of a "C" or better (refer back to pages 3-4). **The FUNS courses must be completed in two semesters.**

Graduation eligibility policy

To be eligible for graduation, a student must earn a graduation grade point average of 2.00 (only courses required for the credential are calculated) and must complete the required number of credits for the program. **All students of Funeral Service Education must sit for the National Board Examination after graduation.**

Academic Appeals

Appeals of grades, appeals of penalties for academic dishonesty, and appeals of actions related to the policy on Professional Conduct, will begin informally through discussion between the student and the faculty member involved and will proceed, if continued, through a series of formal steps culminating in a hearing before an Academic Appeals Committee, which will present its findings and recommendations for a decision to the Vice President for Academic Affairs. No final recommendation can be made without a quorum. The decision of the Vice President for Academic Affairs will be final, unless it differs from that of the committee; in such cases, the student may appeal to the President, whose decision is final.

The appeals procedure is a student-motivated one; the responsibility to keep the action in progress rests primarily with the student.

Academic Appeals Committee

The Academic Appeals Committee reviews matters related to appeals of grades, appeals of penalties for academic dishonesty, appeals of actions related to the policy on professional conduct, and waivers of graduation requirements. The Academic Appeals Committee shall be composed of the following: 5 full-time faculty members (at least two shall teach at the Monroe campus) elected to a two-year term at large from Academic Affairs, one Student Services faculty member elected by that cluster, and four students (at least 2 shall attend classes at the Monroe campus) appointed for a one-year term by the Student Senate and/or Monroe Student Governance.

A quorum shall consist of the following: 7 persons – including 3 faculty members, 2 students, one student services faculty member and a dean (appointed by the President to hear the case). The Registrar may be asked to attend as an ex-officio member.

Academic Honesty – Policy and Appeal Procedure

Northampton Community College considers honesty to be essential to the learning experience. Academic honesty is one of the values that we expect members of the NCC community will apply in their work on this campus and take into their lives beyond NCC. Violations of academic honesty harm the learning experience and violate the expectations and values that we hope the NCC community embraces. We expect all members of the NCC academic community to conduct themselves and their work ethically and honestly.

Student Responsibilities

Students are solely responsible for their work and ensuring that it represents their own honest efforts to meet the goals of the course.

They are responsible for learning and following the policies and expectations of the college and for understanding the consequences of actions that violate the policy on academic honesty.

They are responsible for showing that the work they present is theirs in whatever ways are deemed appropriate by the faculty for the course.

Faculty responsibilities

Faculty members are responsible for demonstrating academic honesty in their work.

They are responsible for making their expectations related to academic honesty clear to their classes, including which activities and resources are allowed and the consequences for violations in their courses.

They are responsible for communicating about violations of the academic honesty policy to students, their division Dean, and the Vice president for Student Affairs.

Academic Honesty Violations

Violations of the academic honesty policy include any actions attempting to gain academic credit for work that does not represent the student's own efforts and knowledge. They include, but are not limited to, the following situations and examples:

- Cheating on examinations and quizzes --
- Using notes, materials, and/or mechanical, electronic, or technological devices not authorized by the instructor during examinations or quizzes.
- Providing or receiving help on an examination or test in a manner not authorized by the instructor.
- Buying, selling, improperly obtaining or using any tests or examinations.
- Posing as another student or allowing another student to pose as you when taking an exam or quiz.
- Altering or adding answers on exercises, exams, or quizzes after the work has been graded.

Plagiarizing –

- Using the ideas or words of others without appropriate quotation and documentation that acknowledges the source or sources -- in other words, presenting someone else's work as one's own.
- Copying, exact words, phrases or sentences without quoting and giving credit to the source.
- Using a paraphrased version of the opinions, work, or ideas of others without giving credit.
- The wrongful appropriation of all or part of someone else's literary, artistic, musical, mechanical, or computer-based work.
- Copying all or part of an assignment, (a research paper, lab report, or workbook) from another person or resource and presenting it as your own work.
- Purchasing an assignment and submitting it as your own work.
- Falsifying or inventing information, data or research material. Altering or forging records or submitting false records as part of course work or making false statements, excuses, or claims to gain academic credit or influence grading.
- Listing sources that you never consulted.
- Gaining unauthorized access to another person's or the College's computer system or tampering with or copying programs, files, data or access codes associated with coursework.
- Tampering with or damaging the work of others or preventing others from completing their own assignments.

Penalties

When a faculty member believes that a student has committed acts that violate the academic honesty policy, he or she will advise the student of the offense and the penalty imposed.

A faculty member may apply one of the following penalties:

A written warning, with the requirement, that the assignment be redone within the instructor's specified time. (Faculty members are encouraged to report the incident and action to their division Dean and to the Vice president for Student Affairs using the Academic Dishonesty Report Form.)

A failing grade for the assignment or test. (Faculty members are encouraged to report the incident and action to their division Dean and to the Vice president for Student Affairs using the Academic Dishonesty Report Form.)

An "F" grade for the course.

If a faculty member issues an "F" grade in the course as a penalty for academic dishonesty, he or she must send a written report of the instance of cheating or plagiarism and the action taken to the division dean and the Vice President for Student Affairs using the Academic Dishonesty Report Form.

If the faculty member has given an "F" grade for the course as a penalty for a violation of academic honesty, a student may not withdraw from the course while the matter is under appeal or if it is resolved that the "F" grade stands.

Please note: In all cases academic dishonesty (plagiarizing, cheating on exams, quizzes, assignments, etc.), the following penalties will apply:

1st offense: A zero for the assignment, exam, or quiz

2nd offense: An "F" for the course

Appeal procedure-charges of academic dishonesty

If a student wishes to appeal a charge of academic dishonesty or the penalty imposed, the student should follow these steps:

Step 1

If the student wishes to respond to the accusation, he/she must make an appointment and meet with the faculty member at a formal meeting within ten working days of the notification.

If the student and faculty member accept a specific resolution offered by either of them, the matter shall be considered closed.

If such a resolution cannot be reached, the student may formally appeal the action of the faculty member within three working days after the meeting with the faculty member. Appeal forms and procedure will be available in the Office of the Vice President for Academic Affairs.

Note: working day is defined as any day when a full schedule of classes are in session (this excludes Saturday and Sundays).

Step 2

Within three working days of the meeting with the faculty member, the student may request in writing that the appropriate Dean should call the meeting within five working days to include the student, faculty member, and program director if any.

After this meeting, the Dean will send all parties involved a written recommendation within three working days.

Students who do not agree with the recommendation in Step 2 may appeal to the Academic Appeals Committee within three working days. This appeal must be submitted, in writing, to the Vice President for Academic Affairs.

Step 3

Students initiate appeals to the Academic Appeals Committee (within three days of notification of outcome of Step 2) by requesting a hearing through the Office of the Vice President for Academic Affairs. A hearing will be scheduled as quickly as possible, and all parties to the appeal will be informed of the date, time, and place of the meeting. The faculty member will delay recording the grade for the work in question until the appeal is decided.

The Academic Appeals Committee will decide whether evidence sustains or does not sustain such charges of academic dishonesty, and whether the penalty is consistent with the stated policies and recommend a decision to the Vice President for Academic Affairs, whose decision is final unless different from the recommendation of the committee; in such cases, the student may appeal to the President, whose decision is final.

If evidence does not sustain such charges in the opinions of the committee and the Vice President for Academic Affairs, all records in the student's file related to this charge will be expunged. If evidence does sustain the charges and the appeal relates to the penalty, the committee may recommend the following actions:

The assigned penalty will be supported.

The faculty member may be asked to *reconsider the penalty* in question.

The Vice President for Academic Affairs will communicate in writing a decision to the student, faculty member, and the Vice President for Student Affairs no later than three working days after the hearing.

Recurring violations of academic dishonesty

If the student is reported to have violated the Academic Honesty policy repeatedly, the Vice President for Student Affairs shall request the Discipline Committee to consider the student's dismissal from the college.

Academic Probation Policy

Northampton Community College is committed to the academic success of its students. Students who do not achieve a cumulative grade point average in accordance with the following standards will be placed on academic probation.

Cumulative Attempted Credits	Cumulative GPA
12-25	1.40
26-37	1.60
38+	1.80

Students placed on academic probation are subject to the following conditions.

1. Students must meet with an academic probation counselor and develop a plan for improved academic performance.
2. Students on probation for a first semester will be limited to maximum enrollment of 13 credits. Additionally, students may have some restrictions placed on them regarding the types of courses they take. The academic probation counselor will recommend action based on the meeting with the student and after review of the academic record. This action may include requiring students to take specific courses.
3. Any student who has been placed on academic probation for two consecutive major semesters may be academically suspended for up to one academic year. If a student is academically suspended, he/she may appeal the suspension. A committee comprised of an Advising staff member, the appropriate Academic Dean, one faculty member from each academic division and the Vice President for Student Affairs or his/her designee will review the appeal and make a recommendation to the Vice President for Academic Affairs whose decision is final. Appeals must be made at least 6 weeks prior to the start of a fall semester, or 5 college days prior to the spring semester.
4. Students who are academically suspended more than once and who do not make academic progress upon return to NCC will be dismissed from the institution for a minimum of three years.

Attendance Policy and Academic Integrity Statement:

Class attendance and engagement in the learning process are critical factors in determining students' success in their courses. NCC students are expected to attend all class sessions of courses in which they are enrolled and are responsible for all material presented in class sessions of these courses. It is the student's responsibility to attend all of their classes. If they miss a class meeting for any reason, **students are responsible for all content covered, announcements**

made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes. **If students walk into a class after it has begun, they are expected to choose a seat close to where they entered the room, so they do not disrupt the class meeting.** Students are expected to follow ordinary rules of courtesy during class sessions. **Engaging in private, side conversations during class time distracts other students and the instructor.** Leaving class early without informing the instructor before class is inappropriate. Unless there is an emergency, **leaving class and returning while the class is in session is unacceptable.** Disruptive behavior of any type, while someone is speaking is not appropriate.

All electronic devices are to be placed on silent alarms during class sessions. Texting and other forms of electronic communication will not be tolerated during class sessions. Students who engage in such activity will be asked to leave the class by the instructor.

The college welcomes all students into an environment that creates a sense of community pride and respect; we are all here to work cooperatively and to learn together.

Attendance

Attendance will be taken at the beginning of each class. A student who misses more than two weeks worth of class sessions is subject to being withdrawn from the course. (ex. A course that meets 2 days a week, withdrawal will happen on the 5th absence. Class that meets one day a week, withdrawal will happen on the 3rd absence, and online course, not completing assignments for the week assigned is an absence. After two weeks of missed assignments, withdrawal will take place.)

Class attendance and engagement in the learning process are critical factors in determining students' success in their courses. NCC students are expected to attend all class sessions of courses in which they are enrolled, and are responsible for all material presented in class sessions of these courses.

A student who misses class more than twice the number of weekly meetings of the class (or the equivalent in short term courses) may be withdrawn from the course by the instructor. Students who are withdrawn for poor attendance will receive a grade of W. Faculty may issue a withdrawal through the first 90% of the semester (14th week or equivalent in short term classes*). After the 90% period, a student may not withdraw or be withdrawn.

FUNERAL SERVICE STUDENTS ARE EXPECTED TO APPRECIATE PUNCTUALITY. STUDENTS ARRIVING FIVE (5) MINUTES AFTER THE BEGINNING OF A CLASS WILL BE CONSIDERED ABSENT. UP UNTIL THE 5-MINUTE MARK, A TARDY WILL BE GIVEN.

3 TARDIES WILL EQUAL 1 ABSENCE. EACH ADDITIONAL TARDY IS CONSIDERED AN ABSENCE.

LEAVING THE ROOM DURING LECTURE – STUDENTS SHOULD ONLY LEAVE A LECTURE DUE TO AN EMERGENCY. A STUDENT WILL SIGN IN/OUT WHEN LEAVING THE LECTURE DURING UNSCHEDULED BREAKS; MINUTES MISSED WILL ACCRUE AND COUNT AS PARTIAL OR FULL ABSENCE(S)

ACCORDING TO NCC POLICY, YOU ARE ALLOWED 4 ABSENCES FOR CLASSES MEETING TWO DAYS A WEEK AND 2 ABSENCES FOR CLASSES MEETING ONE DAY A WEEK.

IF A STUDENT IS NOT IN CLASS WHEN AN EXAM/QUIZ IS BEING GIVEN, ACTIONS WILL FOLLOW THE "MISSED TEST/QUIZ/ASSIGNMENT" DETAIL IN THE SYLLABUS.

Students who are withdrawn from the class for lack of attendance may appeal the enforced withdrawal to the instructor. If the instructor agrees to reinstate the student, he/she must complete a reinstatement form and return it directly to the Vice President for Student Affairs. If the appeal is denied, the student may speak with the appropriate academic Dean and/or the Vice President for Student Affairs. Further discussion may take place with the faculty member, but the final decision on the withdrawal rests with the faculty member.

* Clinical and lab courses may have a different application of this attendance policy and it will be so noted on each syllabus.

Examinations and Quizzes:

Exams and quizzes will only be administered at the times established by the instructor unless students provide formal documentation requiring testing accommodations. The student who must miss a scheduled examination for any reason shall contact the instructor by email or phone and explain the reason prior to the examination. There will be no make-up quizzes.

Make-Up Exams

All make-up exams are given **at the discretion of the instructor**. If a make-up exam is allowed, it must be taken on the first day back at school. The exam will be appropriately more difficult to negate any advantage due to extra preparatory time. Failure to comply with the policy will result in a grade of zero. The instructor reserves the right to deny make-up exams. **All missed quizzes will result in a grade of zero.**

Assignments:

Due dates for assignments will be strictly enforced. If you are not in attendance (for any reason), the assignment may be emailed to the instructor (tmoore@northampton.edu, ahorvath@northampton.edu, or astout@northampton.edu), delivered by a classmate, or mailed to the Instructor, Commonwealth Hall, 3835 Green Pond Road, Bethlehem, PA 18020 and no penalty will result if mailed and postmarked on or before the due date. An assignment turned in after the due date will receive a 10% deduction for each class day (Monday or Wednesday) that it is late. (For example, an assignment due on Monday and not turned in until Wednesday will receive a ten percent deduction. If the assignment is not handed in until the following Monday, it will receive a twenty percent deduction.) The student is responsible for obtaining missed assignments and submitting them by the established due date.

At times, students will engage in collaborative and individual learning activities during class. If points are awarded for in-class activities, the points will be considered "class participation points" and, therefore, will only be awarded to those students who actually participated in the activity. In-class assignments that are graded may not be made up under any circumstances.

Students will be expected to complete the reading assignments as specified in the course schedule before attending class. Additionally, the instructor will assign course-related articles for students to read, which will be considered testable material unless otherwise stated by the instructor. Students are asked to complete the readings prior to attending class so that concepts may be applied and reviewed during class time.

Final Examinations

All courses will end with a comprehensive final examination that integrates the learning of the entire semester. Each course will be assigned a time during the final exam period, at which a final exam may be given.

Faculty is encouraged to use the last week of instruction for assimilative or integrative activities wherever instructionally appropriate. No tests of any kind, except for short (less than 15 minutes) quizzes or science lab practicals, may be given during the last week of instruction.

FSED Classroom Policies/Etiquette

- Personal hygiene must always be maintained because of the close contact with classmates.
- It is the student's responsibility to attend and conduct themselves appropriately in all of their classes:
- If a student misses a class meeting for any reason, the student is responsible for all content covered, announcements made during their absence, and acquiring any materials that may have been distributed during the class.

- Students are expected to be respectful to the instructor and to fellow classmates.
- Oppositional, argumentative, or antagonistic behavior is not conducive to classroom learning and will not be tolerated.
- It is expected that students be on time for all their classes.
- Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time distracts other students and the instructor. Please do not talk when your professor is talking.
- Leaving class early without informing the instructor before class is inappropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior.
- Disruptive behavior of any type while someone is speaking, is not appropriate.
- All personal electronic devices are to be placed in silent mode during class sessions. Texting and other forms of personal electronic communication will not be tolerated during class sessions. Students who engage in such activity will be asked to leave the class by the instructor. Using personal electronic devices may result in a student receiving a zero on assignments/assessments. Students may utilize computers for class-related work only.

Commitment to Diversity:

Northampton welcomes all students into an environment that creates a sense of community pride and respect; we are all here to work cooperatively and to learn together.

Northampton Community College is committed to creating and fostering a learning and working environment based on open communication and mutual respect. This is an integral part of the college's academic mission to enrich our students' educational experiences and prepare them to live in and contribute to a global society. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity, or disability, please contact the diversity office 484-650-3456 or gturner@northampton.edu.

If you see it, report it

https://cm.maxient.com/reportingform.php?NorthamptonCC&layout_id=5

Policy Regarding Children

The extended (defined as 30 minutes or more) presence of unattended children (including children of staff and students) under the age of 16 on campus, unless officially registered in a College program, is strictly prohibited.

Children are not permitted in class. The classroom instructor has the authority to make an exception to this policy for an emergency circumstance, using the following criteria: if at all possible, students must contact the instructor prior to the class to seek permission; students may not request this special exception more than twice in one semester; and children may not be disruptive (i.e., noisy, moving around, interfering with the teaching-learning process) or they will be asked to leave immediately with their parent/guardian.

Disability Services

Northampton Community College encourages academically qualified students with disabilities to take advantage of its educational programs. Services and accommodations are offered to students with disabilities at no additional cost to facilitate accessibility to College programs and facilities. These services are based upon each student's individual needs and must be indicated by current documentation of disability. For more information, you can contact the Coordinator of Disability Services at 610-861-5342 or TDD (610) 861-5351 or view the Disability Services Webpage by following these links from the NCC home page (<http://www.northampton.edu>): Student Services > Disability Services.

Exams

Students will not be given additional time to complete exams unless documentation has been provided through the College's Disability Services program.

Cell Phone Policy

Please set your phone to silent/vibrate during class. Missed calls should be returned after class. If extenuating circumstances make it necessary for you to answer a call during class time, please let the instructor know before class and leave the classroom to answer the call.

RECORDING OF LECTURES IS PROHIBITED UNLESS THE INSTRUCTOR RECEIVES A NOTICE FROM FROM STUDENT THAT DISABILITY SERVICES STATES STUDENT MAY RECORD LECTURES.

LAPTOP COMPUTERS MAY BE USED ONLY TO TAKE NOTES. IF A STUDENT IS FOUND TO BE USING A LAPTOP IN CLASS FOR ANY REASON OTHER THAN TAKING NOTES, THE STUDENT WILL NOT BE ALLOWED TO USE THEIR COMPUTER DURING THE CLASS.