

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs		UUPC Approval <u>2/24/25</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Accounting College Business		
Current Course Prefix and Number BUL 4422		Current Course Title Business Law 2	
Syllabus must be attached for ANY changes to current course details. See <u>Template</u> . Please consult and list departments that may be affected by the changes; attach documentation.			
Change title to: Change prefix From: To: Change course number From: To: Change credits* From: To: Change grading From: To: Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour. **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <u>WAC Guidelines</u>. ***GE criteria must be indicated in syllabus and approval attached to this form. See <u>Intellectual Foundations Guidelines</u>.</small>		Change description to: A survey course focusing on the legal aspects of business decision-making, including sales and lease contracts, title, risk of loss, insurable interests, negotiable instruments, secured transactions, creditors' remedies and suretyship, agency formation and duties, forms of business organization, administrative law, and antitrust law. The course provides students with an understanding of the role of legal rules and their impact on business. Students learn to analyze issues and appreciate the philosophy behind court decisions. Students may not receive credit for both BUL 4422 and BUL 4330. Change prerequisites/minimum grades to: Change corequisites to: Change registration controls to: <small>Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).</small>	
Effective Term/Year for Changes: Summer 2025		Terminate course? Effective Term/Year for Termination:	
Faculty Contact/Email/Phone Julia Higgs jhiggs@fau.edu 954-815-9396			
Approved by Department Chair _____ College Curriculum Chair _____ College Dean _____ UUPC Chair <u>Korey Sorge</u> Undergraduate Studies Dean <u>Dan Meeroff</u> UFS President _____ Provost _____		Date <u>2-19-25</u> <u>2-16-25</u> <u>2/19/25</u> <u>2/24/25</u> <u>2/24/25</u> _____ _____	

Email this form and syllabus to mianning@fau.edu seven business days before the UUPC meeting.

Business Law 2 - BUL 4422-100 (CRN 12479)

Online – Asynchronous 3 credits
Fall 2024

Prof. Richard Gendler

Office: KH 146

Office hours: Remote by Appointment

Telephone: 561-297-2628

Email: Rgendler@fau.edu

Teaching Associate: Sam Farkas Samfarkas@fau.edu

***Please email Teaching Associate prior to emailing Professor with questions or assistance. If Teaching Associate does not satisfy your question or concern you may thereafter email Professor. Note that email preferred, quickest and most efficient mode of communicating with Teaching Associate and Professor.

Course Description

A survey course focusing on the legal aspects of business decision-making, including sales and lease contracts, title, risk of loss, insurable interests, negotiable instruments, secured transactions, creditors' remedies and suretyship, agency formation and duties, forms of business organization, administrative law, and antitrust law. The course provides students with an understanding of the role of legal rules and their impact on business. Students learn to analyze issues and appreciate the philosophy behind court decisions. **Students may not receive credit for both BUL 4422 and BUL 4330.**

Instructional Method

This class is designated as "Distance Learning" Weekly class lectures will be recorded and available at start of each week in the modules section of Canvas. Students will watch recorded lectures each week at their convenience in addition to weekly reading assignments and tests.

Office Hours

The Professor plans on conducting office hours remotely but will accommodate in-person office hours upon request. Accordingly, Students must email the Professor in advance if the student wishes to attend office hours in person to coordinate and confirm Professor's physical presence.

In addition, students should email the professor at least 24 hours in advance of their planned remote office hour attendance for Professor to provide an advance remote attendance link.

Prerequisites/Corequisites

Prerequisite: Undergraduate level BUL4421 Minimum Grade C. Junior standing. Three credits.

Course Objectives/Student Learning Outcomes

By the end of the course, the student will be able to:

1. Recognize important legal doctrines in the areas of law to be covered in this course.
2. Develop the ability to identify and evaluate critical legal issues that arise in business transactions.
3. Demonstrate analytical critical thinking by applying legal rules to hypothetical business scenarios.
4. Understand the effect of federal, state and local law on business entities/
5. Learn how legal principles apply to routine business activities and how to foresee and avoid legal difficulties in the business world and personal dealings.

Required Academic Integrity Module

The School of Accounting has established the requirement to have students in upper division accounting, business law, and tax undergraduate courses complete an Academic Integrity Module each calendar year and provide the completion certificate to their instructors in each of their accounting and Business Law courses. The address for the Academic Integrity Module is <https://canvas.fau.edu/enroll/J6HH93>

Failure of a student to complete the academic integrity module by the deadline specified in this syllabus (see course topical outline below for deadline) may result, at professor's sole discretion, in a reduction of up to a full letter grade from student's final grade for the course.

Course Evaluation Method Grading Criteria

Quizzes (40%)

There will be 20 quizzes, each covering their respective chapter content. Each quiz consists of multiple choice, and true/false questions. Each quiz is valued at 1% of your overall score in the course for a total of 20%.

Quizzes are "open-book;" you may refer to course content, including your textbook and notes, during the quiz.

Midterm Exam (30%)

This Midterm is a closed-book, closed-notes exam consisting of Multiple-Choice questions. The questions on this exam are derived from topics covered in Chapters 21, 22, 26, 27, 28, 30, 31, & 33. Honorlock is required to take this exam.

Final Exams (30%)

This Final Exam is a closed-book, closed-notes exam consisting of Multiple-Choice questions. The questions on this exam are derived from topics covered in Chapters 34, 35, 36, 37, 39, 40, 44 & 47. Honorlock is required to take this exam.

Weighted Assignment Groups

The instructor will calculate your grade based on the following weighted distribution:

Assessment	Percentage (%)
16 Quizzes □ Each Quiz is worth Approximately 2.5%	40%
Midterm Exam	30%
Final Exam	30%
Total	100%

Students must complete a closed book and closed note proctored mid-term exam, as well as a closed book and closed note proctored final exam. The use of notes, books, electronics, calculators, phones and other devices are prohibited during the midterm and final exams. The minimum Passing Grade is a “C.”

Course Grading Scale

A = 93 – 100

A - = 90 – 92

B+ = 87 – 89

B = 83 – 86

B - = 80 – 82

C+ = 77 – 79

C = 70 – 76

D + = 67 – 69

D = 63 – 66

D- = 60 – 62

F = 59 or below

The minimum Passing Grade is a “C”.

College of Business Minimum Grade Policy Statement

The minimum grade for College of Business requirements is a “C”. This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university’s Writing Across the Curriculum and Gordon Rule math requirements also have a minimum grade requirement of a “C”. Course syllabi give individualized information about grading as it pertains to the individual classes.

Online Proctored Midterm and Final Exam

The FAU College of Business has hired an outside company, Honorlock, to proctor your online closed book and closed notes Midterm exam and online closed book and closed notes Final exam. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. Honorlock is available 24/7. All you need is a computer, webcam, and an internet connection. You do not need to create an account or schedule a time, Honorlock is very simple! All you will need to do is log into Canvas and click on the quiz you need to take. You will be prompted to add the Honorlock Chrome Extension, which is required to take your exam. You are required to use Google Chrome as your browser. Then you will need to take a picture, show your ID, and scan your room. Honorlock will be recording you via webcam and they will be recording your screen. They also have an integrity algorithm that can detect search-engine use, so do not attempt to cheat or look up answers. Honorlock offers 24/7 customer service via phone and live chat. When you enter your exam the live-chat will be on the bottom-right hand of your screen during the entire exam in case you need their tech support. Also, you can call their support line at (855) 828-4004.

It is required that you test your system prior to your exam. There will be a mandatory practice test using Honorlock prior to the midterm testing period. An announcement will be posted to Canvas and emailed to the class with the mandatory practice exam instructions prior to the midterm testing period.

Hardware requirements for taking the online proctored final exam include:

- A well-functioning computer.
- A stable Internet connection. A hard line is better than WiFi.
- A webcam.
- Your FAU Owl Card (or other government-issued photo ID).

Please read the “Remote Proctor NOW Quick Guide” for detailed information on setting up and taking online proctored exams:

A required non-graded practice exam must be taken at least a week before the Midterm and Final to allow you to familiarize yourself with the online proctoring system.

Policy on Makeup Tests, Late Work, and Incompletes

Exams are to be taken when scheduled, with no make-up exams. Exceptions made for students who can demonstrate, prior to the expiration of any assignment or test, and at the Professor’s sole discretion, that they are unable to take the exam when scheduled due to participation in university-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Exceptions also made for students unable to take an exam when scheduled due to participating in a religious observance. Students however should be made aware prior to requesting a make up exam, that students are provided with an extended period to take exams and thus the University-approved activity and/or the religious observance must leave the student without a reasonable amount of time to take the test within this period. What is deemed reasonable will be at the Professor’s sole discretion, and all requests to take a make-up exam under the terms of this policy must be made prior to the commencement of any exam period. Grades of Incomplete (“I”) are reserved for students, at Professor’s sole discretion, who

are passing a course but have not completed all the required work because of exceptional circumstances.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete (“I”) grade must be completed within a period not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing (“F”) grade.

Students that wait until the last day to take any required assignment/test assume the risk of encountering technical, work, or personal issues that may prevent them from completing any assignment/test. Students should be aware that the only justifications for not completing a required assignment/test during the available period are the justifications detailed in the syllabus (i.e., University approved activity and religious observance scheduling conflicts leaving students without reasonable time to complete an assignment during the entire available period).

Attendance Policy

This is a fully online course. Although there is no physical attendance, students are expected to watch all lectures as scheduled and check Canvas frequently for announcements. Students expected to attend all their scheduled University classes and satisfy all academic objectives as outlined by instructor. The effect of absences upon grades is determined by instructor, and University reserves the right to deal at any time with individual cases of non-attendance.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student’s responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Students absent for a University approved reasons will have the opportunity to make up work missed without any reduction in the student’s final course grade as a direct result of such absence.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU’s Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Disability / Accessibility Policy Statement

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) —in Boca Raton, SU 133 (561-297-3880); in

Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) —and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

School of Accounting Policies

Students are responsible for School of Accounting policies available at <http://fau.edu/academic/registrar/FAUcatalog/business.php#accounting>. *These policies are an integral part of this syllabus.*

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.

For further information, please see FAU Regulation 2.007 at: FAU Regulation 2.007.

University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

Required Texts/Materials/Readings

FAU Custom text: Kubasek, Nancy; (2023) Dynamic Business Law (6th Ed.)

McGraw-Hill is available at the bookstore under the following two options:

ISBN: 9781265368067 (combo package with access card & loose-leaf book) **or** 9781265285241 (Connect Access Code).

Please note that there is only one text but two options (combo package or Connect access code). Additionally, you can buy directly from McGraw Hill when registering for Connect.

Required technological skills:

- Basic Skills in computer use
- Access to the internet
- Basic Blackboard LMS skills
- Basic Skills for Office programs (word processing and presentation programs)

Required Software

- Microsoft 365 Suite [Link to download](#)
- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Java – [Link to download](#) and/or [Link to verify Java](#) on your computer.
- Adobe Flash Player: [Link to download](#)
- Mobile App: Instructions on how to download the Canvas App on an iOS device ([Link for iOS Instructions](#)) or Android device ([Link for Android instructions](#)).

Internet Connection

- Recommended: Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- To check your Internet speed, [click here](#).

Minimum Technical Skills Requirements

The general and course-specific technical skills a student must have to succeed in the course include but are not limited to:

1. Accessing Internet.
2. Using Canvas (including taking tests, attaching documents).
3. Using email with attachments.
4. Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
5. Copying and pasting functions.
6. Downloading and installing software.
7. Using presentation, graphics, and other programs.
8. Searching the FAU library and websites.

Computer Requirement - Basic computer specifications for Canvas [Link to Specifications](#)

Operating System

- A computer that can run Mac OSX or Win 7.0 or higher.

Peripherals

- A backup option should be available to minimize the loss of work, such as an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Software

- Once logged in to Canvas, make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

Technical Support

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these occurrences can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased; please plan appropriately. If a problem occurs, it is essential that you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem.

Most issues in Canvas can be resolved by clicking on “Help” tab located on the menu bar.

Upon clicking the “Help” tab, you will be able to:

- Report a problem.
- Search Canvas guides

Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: 561-297-3590
2. Take Print Screen image of monitor when problem occurs. Save image as a .jpg file. If unfamiliar with creating a Print Screen image, visit [Link to Print Screen Instructions](#).
3. Complete a Help Desk ticket ([Link to Help Desk](#)). Make sure you complete the form entirely and give full description of your problem so Help Desk staff will have pertinent information in order to assist you properly. The process includes the following steps:
 - a. Select “Canvas (Student)” for the Ticket Type.
 - b. Input the Course ID.
 - c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 - d. Attach the Print Screen file, if available.
4. If you do not hear back from a Help Desk representative in a timely manner (48 hours), it is your responsibility to follow up with appropriate staff member until resolution reached.
5. Once you have submitted a Help Desk Ticket, inform your instructor. Include all pertinent information of incident (steps 3b-d above). Keep instructor informed of status.

Course Outline/Schedule–

SUBJECT TO CHANGE BY PROFESSOR - STUDENTS HAVE RESPONSIBILITY TO STAY INFORMED AND UP TO DATE ON ASSIGNMENTS

Students that wait until the last day to take any required assignment/test assume the risk of encountering technical, work, or personal issues preventing them from completing any assignment/test. Students should be aware that the only justifications for not completing a required assignment/test during the available period are those detailed in the syllabus (i.e.,

University approved activity and religious observance scheduling conflicts leaving students without reasonable time to complete an assignment during the entire available period)

Week 1

Dates

8/18 – 8/24

Assignments: Read Following Chapters, Watch Weekly Lectures & Complete Weekly Quizzes

Introduction to Course

Ch. 21 Introduction to Sale and Lease Contracts

Ch. 21 Quiz (Due August 24th)

Week 2

Date

8/25– 8/31

Assignments: Read Following Chapters, Watch Weekly Lectures & Complete Weekly Quizzes

Ch. 22 Title, Risk of Loss and Insurable Interest

Ch. 26 Negotiable Instruments: Negotiability and Transferability

Ch. 22 Quiz (Due August 31st)

Ch. 26 Quiz (Due August 31st)

Week 3

Date

9/1– 9/7

Assignments: Read Following Chapters, Watch Weekly Lectures, Complete Weekly Quizzes, & Complete Mandatory Integrity Module

Ch. 27 Negotiation, Holder in Due Course and Defenses

Ch. 28 Liability, Defenses, and Discharge

Ch. 27 Quiz (Due September 7th)

Ch. 28 Quiz (Due September 7th)

Mandatory Academic Integrity Module (Due September 7th)

Failure of a student to complete the academic integrity module during the deadline specified above may result, at professor's sole discretion, in a reduction of up to a full letter grade from student's final grade for the course.

Week 4

Date

9/8 – 9/14

Assignments: Read Following Chapters, Watch Weekly Lectures, & Complete Weekly Quizzes

Ch. 30 Secured Transactions
Ch. 30 Quiz (Due September 14th)

Week 5

Date

9/15 -9/21

Assignments: Watch Weekly Lecture, & Complete Mandatory Honorlock Practice Exam

Ch. 31 Other Creditor Remedies and Suretyship

Ch. 33 Agency Formation and Duties

Ch. 31 Quiz (Due September 21st)

Ch. 33 Quiz (Due September 21st)

Mandatory Honorlock Practice Exam (Due September 21st)

Week 6

Date

9/22 – 9/28

Assignment - Complete Midterm Exam

Mid Term Review

Complete Midterm Exam (Due September 28th @ 6 PM)

1. Midterm will cover chapters 21, 22, 26, 27, 28, 30, 31, & 33
2. Midterm available for access from Sunday September 22nd @ 6 PM through Saturday, September 28th @ 6 PM (deadline to complete Midterm on September 28th is 6 PM EST).
3. You must use online proctoring for Midterm – See Syllabus for details!
4. Midterm is closed book and closed notes.

Week 7

Date

9/29 – 10/5

Assignment - Read Following Chapter, Watch Weekly Lecture, and Complete Chapter Quiz

Ch. 34 – Liability to Third Parties and Termination

Ch. 34 Quiz (Due October 5th)

Week 8

Date

10/6 – 10/12

Assignment - Read Following Chapter, Watch Weekly Lecture and Complete Chapter Quiz

Ch. 35 Forms of Business Organizations

Ch. 35 Quiz (Due October 12th)

Week 9

Date

Assignment - Read Following Chapter, Watch Weekly Lecture and Complete Chapter Quiz

10/13 – 10/19

Ch. 36 Partnerships: Nature, Formation and Operation

Ch. 36 Quiz (Due October 19th)

Week 10

Date

Assignment - Read Following Chapter, Watch Weekly Lecture, and Complete Chapter Quiz

10/20 – 10/26

Ch. 37 Partnerships: Termination and Limited Partnerships

Ch. 37 Quiz (Due October 26th)

Week 11

Date

Assignment - Read Following Chapters, Watch Weekly Lectures, And Complete Chapter Quizzes

10/27 – 11/2

Ch. 39 Corporations: Directors, Officers and Shareholders

Ch. 39 Quiz (Due November 2nd)

Week 12

Date

Assignment - Read Following Chapters, Watch Weekly Lecture, and Complete Chapter Quizzes

11/3 -11/9

Ch. 40 Corporations: Mergers, Consolidations, Terminations

Ch. 40 Quiz (Due November 9th)

Week 13

Date

Assignment - Read Following Chapters, Watch Weekly Lectures and Complete Chapter Quizzes

11/10 -11/16

Ch. 44 Administrative Law

Ch. 44 Quiz (Due November 16th)

Week 14

Date

11/17 -11/23

Assignment - Read Following Chapter, Watch Weekly Lecture, and
_Complete Chapter Quiz

Ch. 47 Antitrust Law

Ch. 47 Quiz (Due November 23rd)

Week 15

Date

11/24 -11/30

Assignment - Watch Weekly Lecture

Final Exam Review

Week 16

Date

12/1 -12/7

Assignment - Take Final Exam

Final Exam (Due December 7th @ 6 PM)

1. Final Exam will cover chapters 34, 35, 36, 37, 39, 40, 44 & 47.
2. **Final will be available for access from Thursday, December 5th @ 6 PM through Saturday, December 7th @ 6 PM (deadline to complete Final Exam on December 7th is 6 PM EST).**
3. You must use online proctoring for Final – See Syllabus for details!
4. **Final Exam is closed book and closed notes.**
Students that wait until the last day to take any required assignment/test assume the risk of encountering technical, work, or personal issues that may prevent them from completing any assignment/test. Students should be aware that the only justifications for not completing a required assignment/test during the available period are the justifications detailed in the syllabus (i.e., University approved activity and religious observance scheduling conflicts leaving students without reasonable time to complete an assignment during the entire available period.

STUDENT RESPONSIBILITY:

IT IS YOUR RESPONSIBILITY TO CHECK CANVAS FREQUENTLY FOR CHANGES IN ASSIGNMENTS AND FOR ANNOUNCEMENTS. YOU ARE RESPONSIBLE FOR READING ALL THE ANNOUNCEMENTS.

IT IS YOUR RESPONSIBILITY TO HAVE AN FAU E-MAIL ADDRESS AND TO CHECK YOUR FAU E-MAIL FOR MESSAGES FREQUENTLY.

YOU MUST HAVE AN FAU E-MAIL TO BE ENROLLED IN THIS CLASS.

Technical Problem Resolution Procedure

In an online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many issues can be resolved quickly, but if you wait until the last minute before due dates, the chances of glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential that you take immediate action to document the issue so your instructors can verify and take appropriate action to resolve the problem. It is your responsibility to obtain the necessary information and skills to manage the hardware and software systems of this course. In addition, if your personal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer resources to meet course deadlines. **Remember, you can always go to any FAU computer lab to complete your work!** Click here to view a list of lab locations.

Recommended Browsers Canvas supports the latest two versions of the most widely used browsers. Canvas works better with Google Chrome and Mozilla Firefox than Internet Explorer. If Internet Explorer your only browser, consider installing Chrome or Firefox. We highly recommend updating to **the newest version** of whatever browser you are using as well as updating to the most recent Flash plug-in. For more details, see Which Browsers Does Canvas Support?

Getting Help: FAU has purchased Tier 1 support, provided by Canvas which is available **24/7, 365 days a year** in various forms. You can use Canvas Guides to search for answers, call the support hotline to talk to a person, hit chat link to message a Canvas support technician, or report an issue directly to Canvas. You can access all of these help options by clicking on the **Help** link in the bottom-left corner of the Canvas window and then selecting your preferred method of assistance. If you call FAU's Help Desk, please be sure to select the option for Canvas.

Questions about Assignments or Course Material

Make sure you read the entire syllabus and Start Here Module first. If you have questions about the assignments or course material, contact me through my Canvas Inbox. The suggestions listed above have been noted by the Center of eLearning Department at FAU.

DROP/ADD/WITHDRAWAL

- A. This course commences on May 13, 2023.
- B. The last day to drop or add this course without consequences is May 19, 2023.
- C. The last day to withdraw from this course and receive a "W" is July 21, 2023.

Student deciding to drop course responsible for completing proper paperwork required to drop.

STUDENT RESPONSIBILITY

STUDENTS MUST:

- CHECK CANVAS FREQUENTLY FOR CHANGES IN ASSIGNMENTS AND FOR ANNOUNCEMENTS.
- READ ALL THE ANNOUNCEMENTS.
- HAVE AN FAU E-MAIL ADDRESS
- CHECK YOUR FAU E-MAIL FOR MESSAGES FREQUENTLY.

- HAVE AN FAU E-MAIL (REQUIRED TO BE ENROLLED IN THIS CLASS).

GRADE APPEAL PROCESS

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in [Chapter 4 of the University Regulations](#).

DISRUPTIVE BEHAVIOR POLICY STATEMENT

Disruptive behavior is defined in the FAU Student Code of Conduct as “... *activities which interfere with the educational mission within classroom.*” Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include but is not limited to: nonapproved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

FACULTY RIGHTS AND RESPONSIBILITIES

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards.
- To establish and enforce reasonable behavior standards in each class.
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct