FAU

FLORIDA ATLANTIC UNIVERSITY

COURSE CHANGE REQUEST
Undergraduate Programs

Department Management Programs

College Business

UUPC Approval 3-30-26
UFS Approval _____
SCNS Submittal _____
Confirmed _____
Banner Posted _____
Catalog _____

***Current* Course Prefix and Number**	HSA4222	***Current* Course Title**	Long-Term Care Administration

*Syllabus must be attached for **ANY** changes to current course details. See Template. 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 ☐ **Remove** ☐

Change General Education Requirements***

Add ☐ **Remove** ☐

*See Definition of a Credit Hour.

**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.

***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.

Change description to:

Change prerequisites/minimum grades to:
HSA 3111
(remove HSA 4110)

Change corequisites to:

Change registration controls to:

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).

Effective Term/Year for Changes:	Fall 2026	**Terminate course? Effective Term/Year for Termination:**	

Faculty Contact/Email/Phone Neeraj Puro/npuro@fau.edu/73198

Approved by		***Date***
Department Chair	Ethan Williams	03/12/2026
College Curriculum Chair	Julie Kruger	3/26/2026
College Dean	[signature]	3/26/2026
UUPC Chair	Korey Sorge	3-30-26
Undergraduate Studies Dean	Dan Meeroff	3-30-26
UFS President		
Provost		

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

Long-Term Care Administration Syllabus
HSA 4222-100-14393
Spring 2023
Distance Learning

Professor Information

Instructor: Dr. Judy Monestime, DBA, RHIA, CPHI, CDIP, CPC, CPC-I
Email: jmonestime@fau.edu
Telephone: 561-297-4853

Required Text and Materials

Long-Term Care: Managing Across the Continuum 4th Edition.
Pratt, John R.
ISBN-13: 978-1284054590



Welcome Message

I would like to welcome you all to HSA 4222-100: Long-Term Care Administration! My name is Dr. Judy Monestime, and I will be your instructor for this course. This course introduces the student to the changing structure of the long-term care system, the continuum of provider services, and the Balanced Budget Act and its consequences for reimbursement.

This course is completely online, but I do need you to remember that you are not alone. I can't emphasize this statement enough! I am here to assist and guide you through this course. My goal is for you to attain the knowledge needed to continue your studies in health administration. So, if you need help, do not wait till the last minute before an exam. Contact me, and I will do my best to assist you. **Together let us make this an enjoyable and rewarding journey.**

Office Hours

Since this class is a distance learning course, I will have my "office hours" on Wednesdays, 11-12:00pm when I will be available by phone, email, or course messages. You can email me or contact me through the *Mail (message) feature* in the class at any time, and I will respond as soon as possible, usually within 48 hours.

Class Calendar

First Day of Class- January 9th
Last day of Class- April 30th
Last date to Drop without Consequences- March 19th

Official University Holidays

Martin Luther King – January 18th

Preferred equipment / materials:

- American Psychological Association (2009). *Publication Manual of the American Psychological Association*, (6th Edition), Washington, D.C., Editor • Computer
- Microsoft Office programs (Microsoft Word &PowerPoint)
- Microphone

Required technological skills:

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

Preferred technological skills:

- A microphone is preferred if any Canvas collaborative sessions are assigned. • Basic Canvas LMS skills
- Basic skills in Microsoft Office Programs- Microsoft Word; PowerPoint

Course Response & Feedback

Email: The email response time for this online course is 48 hours, excluding weekends and major holidays.

Comments on Discussion Board Posts: I will provide feedback on discussion board posts within 72 hours of posting of the comment.

Feedback on Assignments: Assignment feedback will be provided on submitted assignments in about a week from time of submission. This will include a grade as well as feedback from the professor.

From time to time additional readings may be assigned or suggested. We will be discussing these reports in the discussion forum found in your course website, and you will find them useful in class assignments.

Educational videos that are relevant to the topic being addressed will also be assigned along with the assigned readings. These videos will assist in providing you with a clear understanding of the topics covered in the course lecture slides.

Course Description

This course focuses on the organization of health systems and the delivery of health services in numerous countries across a broad, social, political and economic spectrum. Diverse types of systems shall be examined in terms of their social policy and the economic level of the country under review.

Course Prerequisites and Credit Hours and Class Time Commitments Prerequisite: HSA 3111 - 3 Credit Hours

"According to Florida State Statute 6A-10.033, students must spend a minimum of 2,250 minutes of in class time during a 3-credit course. Additionally, students enrolled in a 3-credit course are expected to spend a minimum of 4,500 minutes of out-of-class-time specifically

working on course-related activities (i.e., reading assigned pieces, completing homework, preparing for exams and other assessments, reviewing class notes, etc.) and fulfilling any other class activities or duties as required." The course schedule for this course reflects this expectation of students.

Course Learning Objectives

The major objective of this course is to enable students who are seriously interested in a career in long-term care to gain a "nuts and bolts" knowledge of managing skilled nursing facilities. After mastering the administrator, or trainee administrator, and finding a level of comfort in dealing with operational issues and problems encountered in day-to-day management situations in any type of long-term care organization. To accomplish this goal, the course incorporates numerous theories, models, illustrations, and examples to help the student grasp the complexities of managing a long term care facility.

Teaching methodologies will include lectures, project assignments, and class participation. Those students who are currently practicing administrators can use this course as a reference for improving their skills thereby becoming more effective managers.

Course Resources

General course structure: All lecture and discussion materials are available on Canvas. Please ensure that your email address is correct on the system and always use your fau.edu address only. DO NOT FORWARD YOUR MAIL TO ANOTHER ADDRESS since emails sent to groups or the class as a whole will likely be deleted as spam by your service provider.

Library Access: Research material may be accessed on the FAU Library's Electronic

Collection. For library access go to the MyFAU home page and click on the library tab at the top of the page. If you are not already signed on to the virtual library go to the bottom right and register.

Distance Learning Assistance: eLearning Advisor- Eduardo Santiago from the Center for Learning and Student Success is available to assist you in your online course. His email is esantia5@fau.edu and his phone number is: 561-297-3590.

Grading Scale

In keeping with University policy, students will be graded on a scale of A through F according to the following schedule:

Total points	100-93	92.9-90	89.9-87	86.9-83	82.9-80	79.9-77	76.9-73	72.9-70	69.9-67	66.9-63	62.9-60	<60
Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

Course Evaluation Method (Grading)

You are responsible for taking the quizzes and exams during the scheduled time. The flexibility of an online class permits you to access the internet almost anywhere in the world. Often, most

students who ask to take a quiz or an exam at a time different from the scheduled time lack a valid excuse in which they absolutely cannot access a connection to the internet for one hour. However, understanding that valid reasons and circumstances do exist; permission for students to take a quiz/exam on an alternate date will be made on a case by case evaluation of the circumstances provided by the student. This permission may be allowed or declined entirely at the discretion of the instructor. Students must have proper documentation that provides justification as to why the student cannot not take the quiz on the scheduled date and time.

Students who are unable to take a quiz/exam on the scheduled date must notify the instructor as soon as possible, and **no later than five (5) days prior to the quiz time/date**. A documented emergency will be the only situation where a student can take a quiz after the scheduled date and time.

In addition, when you post an assignment by submitting it through the Assignments link in the course, you are responsible for making sure that your entire attachment was submitted to your folder by receiving a receipt of your submission. I would suggest saving this receipt of submission for yourself just in case any issues.

It is your responsibility to make sure your entire document is your final draft and that the attachment includes all pages. Missing attachments, earlier drafts of a paper, partial submissions, and/or other incomplete/erroneous submissions cannot be accepted as an on time submission.

Course Evaluation Method

Item	Description	Worth	Due Date
1.	Discussion Board Posts/Participation	20%	Found on Course Schedule (3 posts)
2.	Quizzes (3)	10%	Dates Found on Course schedule
3.	EXAM 1	15%	Week 4:
4.	EXAM 2	15%	Week 8:
5.	EXAM 3- FINAL	15%	Week 16:
6.	Long-Term Health Padlet Wall Presentation	20%	
7.	Peer Assessment of Padlet Wall	10%	

Total		100%	

Exams make up another 45% of your grade, each exam accounts for 15%. To satisfy this requirement, there will be three exams. These exams will cover the materials included in the course, such as course lecture slides, assigned readings, and any other assigned material.

There are 3 quizzes assigned, both quizzes combined account for 5% of your final grade.

Padlet Wall Presentation based on Long-Term Health Topic will account for 20% of your final grade. Padlet Walls will be shared with your peers via a discussion board forum. This assignment is not a discussion board assignment. The discussion board is only used as a tool to share our work.

Padlet Walls will be assessed by 2 of your peers. The grade for this peer assessment exercise will account for 10% of your final grade.

Class participation/Discussion board posts account for 20% of your grade. Each student will be required to participate in discussion board conferences throughout the semester, approximately 3 will be assigned.

- Be sure when you post discussion entries that they're substantive. This means that they add to the discussion, carry it forward, and contribute new and meaningful content to the direction of the 'conversation'. Do not simply restate the thoughts of another student, or just say that you agree with what has been said. *Your own words,* not taken directly from the abstract or body of an article, or the wording from a web site, text, report or other source are part of the requirement for a discussion post entry.

- 'Participation' in an online discussion posts means posting at least **TWO substantive comments** to the discussion forum during the weeks in which the discussion is taking place. At least one of the substantive comments should be a new discussion thread, posing a new insight or introducing a reading, article, etc. that you found highly relevant to the topic.

- Participation refers to making relevant and meaningful contributions in class discussions that enhance the quality of class meetings. The content and process of class participation are important, and the emphasis should be on the quality of participation. Class participation should not be confused with the "air-time" or the quantity of comments. To participate effectively, offer substantive comments that connect concepts, theories, and personal and/or professional experiences with the issues being discussed. The criteria used in evaluating class participation is as follows:

    1. Is the participant a good listener?
    2. Are the comments relevant to the discussion?
    3. Do the comments reflect an understanding of the issues being discussed?
    4. Do the comments add to the discussion in the meaningful way?

5. Is the participant considerate of other class members?

- Missed submission deadlines will also have a direct and exponentially punitive impact on your grade, as well as what you get out of the course.

Additional Course Policies

Missing Exams

As a matter of fairness to all students, there will be no make-up exams or extra credit assignments allowed. If you are able to provide me with notice **5 days before the exam** is due that you are not able to take it at the scheduled time, of course with a **valid excuse**, I will consider allowing you to make up the exam at another time. In addition, when you submit an assignment through the submission links provided in the course, you are responsible for making sure that your entire attachment was saved and submitted to your folder (not just saved). It is your responsibility to make sure your entire document is your final draft and that the attachment includes all pages. Missing attachments, earlier drafts of a paper, partial submissions, and/or other incomplete/erroneous submissions cannot be accepted as an on time submission.

Library Access: Research material may be accessed on the FAU Library's Electronic Collection. For library access go to the MyFAU home page and click on the library tab at the top of the page. If you are not already signed on to the virtual library go to the bottom right and register.

Late Assignments

All students are expected to post assignments and tests in a timely fashion. As all tests are posted one week in advance there are few excuses for being late. Students should take assignment deadlines seriously and plan in advance to allocate sufficient time to meet deadlines.

Instructors may at his or her sole discretion grant limited extensions of time for unexpected business, health **or personal emergencies beyond the student's control.** In order to be granted such an extension, the student must make the request in advance of the due date and support the request by a compelling rationale that would be fair to others in the class. The instructor may request documentation. Any such extension will be for a specific period, not to exceed one week.

For late submissions that have not been approved by the instructor the penalty will be a 10 percent reduction in the grade (on the hundred percent scale) for that assignment for each day that the assignment is late. No submissions will be accepted after grades have been posted for the class as a whole.

Attendance Policy

Student attendance is covered under class Participation above. See **Course Evaluation Method (Grading)**

Etiquette and/or Netiquette Policy

It is important to keep in mind that although we are in a "virtual" environment, we still need to interact properly with each other and maintain an appropriate level of etiquette. The term **netiquette** is used to refer to online etiquette. By following these rules you will improve the readability of your messages and you will help others handle the large volume of information in an online classroom:

- **Stay on topic.** While discussion is encouraged, rambling and tangential conversations do not make postings substantive and are not conducive to a quality learning experience.

- **Use appropriate subject lines in your replies.** As a conversation evolves, it's helpful to change the subject line of a threaded message to reflect the changing topic.

- **Add multiple comments directly into messages in your replies.** While a straight forward reply is usually appropriate, interspersing your comments throughout an original posting may be more effective if you wish to respond to multiple points. For example, interspersing ***__multiple__*** comments in the body of the original message ******like this****** increases the readability of a response that addresses various points.

- **Avoid ''I agree'' and ''Me, too!'' messages.** Spending time reading messages without substance can be frustrating for all parties.

- **Avoid the use of all caps.** (IT'S LIKE SHOUTING!) Use caps occasionally for strong emphasis, but only for individual words.

- **Avoid writing errors, even when "talking" with one another.** Messages in the **Main** forums can be at times conversational and informal. Nonetheless, you should check your spelling and grammar and write in an appropriate manner.

- **Carefully choose the format for your messages**. Long paragraphs are difficult to follow on-screen. As a general rule, limit each paragraph to five to seven lines. Avoid fonts that are difficult to read because of style, color, or size.

Citations and Reference Pages

All papers and online postings must contain citations and reference areas. This includes references to the book or any other material (online or otherwise).

When placing citations or references please use the APA format. If you are unsure about this format then you may call the Communications Department on the Boca Raton campus for assistance, or try this web page from Purdue University for assistance using APA style:

For APA Style Help: http://owl.english.purdue.edu/owl/resource/560/01/

A NOTE ON PLAGIARISM

Plagiarism takes many forms, including but not limited to:

- Direct copying (including 3 words in a row) without using quotations.
- Failure to use citations when an idea is not yours
    1. Copying material without quotation marks is always plagiarism, even if you cite the source.
    2. Providing references in the reference section without using citations is still plagiarism.

As a student you are required to be aware of all types of plagiarism. For example, you must cite the textbook where you paraphrase a definition or concept from it. Failure to paraphrase and/or cite correctly your sources can result in dismissal from the class and the University. Saying you worked on a project together and used the same references is not an excuse. Everyone must turn in their own individual paper which follows the correct APA formatting including proper referencing. If you are unsure about correct ways to paraphrase concepts and definitions, contact the campus academic advisor, or the Business Communications Department on the Boca Raton

campus, for further assistance.

Course Outline WEEKLY COURSE SCHEDULE- HSA 4222 Spring 2023

Assigned chapters are from the required textbook. Additional Readings for each week are located in the weekly course content folder found in this Canvas Course.

Weeks	Topics	Readings	What's Due
Week 1: **January 09-15**	**Introduction, Orientation to course** • Review course outline and syllabus • Including requirements and class policies. **Topics:** • **Long-Term Care Today: Turbulent Times**	1	***Discussion Board #1 Post*** *– Icebreaker- Introduce Yourself – open* ***Jan. 9 - Jan. 15 (Sunday)***
Week 2: **January 17-22**	**Topics:** • **The Affordable Care Act**	2	***Quiz 1 opens on Jan. 17 and closes on Jan. 22.*** *This quiz is composed of 20 questions on chapters 1-2.*
Week 3: **January 23- 29**	**Topics:** • **Toward an Ideal System** • **Nursing Facilities**	3,4	***Prepare for Exam 1.***

Week 4: **January 30-** **February 7th**	**EXAM 1** ***Jan. 30- Feb 5th, (3 DAYS ONLY)***		***Exam 1 is open from Jan. 30th- Feb 5th*** *– Covers Chapters 1-4;*

Week 5: **February 6-12**	**Topics:** • **Staffing and Human Resources** • **Assisted Living**	5,6	***Review Chapter PowerPoints for the assigned chapters for this week.***
Week 6: **February 13-19**	**Topics:** • **Senior Housing** • **Community-Based Services**	7,8	***Quiz 2 covers chapters:*** *Covers chps. 5 & 6* ***This quiz opens on Feb. 13 (Sunday).*** *This quiz is composed of 20 questions.*
Week 7: **February 20 – 26**	**Topics:** • **Competition, Cooperation, and Integration**	9	***Prepare for Exam 2***
Week 8: **February 27-** **March 5th**	**EXAM 2** **March 3-5th (3 DAYS ONLY)**		***EXAM 2 is from March 3rd-5th*** ***EXAM 2 COVERS:*** *5-9*
Week 9: **March 6-12**	**No Classes**		***Spring Break***

Week 10: **March 13-19**	• **Chapter 10- external control of Long Term care** • **Chapter 11- Long Term care reimbursement**		
Week 11: **March 20-26**	**Topics:** • **Long-term Care Quality**	12	***Quiz 3*** *covers chapters: 10,11.* *This quiz is composed of 20 questions and opens on* ***March 13 –19 (Sunday).***
Week 12: **March 27 –** **April 2**	**Topics:** • **Ethical Issues in Long-Term Care**	13	***Discussion Board (Long-Term Health Assignment):*** *Please follow the directions for this discussion board forum. This discussion board is open from* ***March 22 - 28 (Sunday).***
Week 13: **April 3-9**	**Begin your Padlet Wall Presentation**		***Prepare Padlet Wall Presentations on Long-Term Health Topic DUE NEXT WEEK (April 11).***

Week 14: **April 10-16**	**Topics:** • **Leadership in Long-Term Care** **LONG-TERM HEALTH PADLET WALL Upload DUE**	15	*Padlet wall on long-term health topics should be uploaded as a new thread on the discussion board by* ***April 11 (Sunday) by 11:59 PM****.* *The Padlet Wall must be uploaded onto the discussion board and you must include the title and overview of your presentation (1 to 2 sentences) along with the upload.*
Week 15: **April 17-23**	**Topics:** • **Cultural Change in Long-Term Care** • **Managing for the Future**	16 & 20	***Peer Assessment DUE April 18th*** *Peer assessments rubrics need to be attached as a reply to your peer's padlet wall upload.* *Remember you need to assess 2 of your peers' Padlet Walls to get credit*

Week 16 **April 24-30**	**Final Exam –** **April 26-28 (2 DAYS ONLY)**	*Chapters Covered on Exam 10, 11, 12, 13, 15, 16, & 20*

Technical Problem Resolution Procedure

In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait to 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 you take immediate action to document the issue so your instructors can verify and take appropriate action to resolve the problem. Please take the following steps when a problem occurs:

1. If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen File, visit http://en.kioskea.net/faq/141-print-screen-screen-capture-windows-mac-os-x-and-unix linux.

2. Complete a Help Desk ticket at http://www.fau.edu/helpdesk. Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This Includes:

a. Select “Canvas (Faculty)”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.

3. Send a message within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).

4. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).

5. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.

6. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until a resolution is obtained.

These suggestions listed above have been noted by the Center of eLearning Department at FAU.

Anti-plagiarism Software

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University’s honor code discussed above.

Code of Academic Integrity Policy Statement

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.

Disability Policy Statement

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodation due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) – in Boca Raton, SU 133, (561) 297-3880; in Davie, MOD 1, (954) 236-1222; in Jupiter, SR 117, (561) 799-8585; or, at the Treasure Coast, CO 128, (772) 873-3305 – and follow all OSD procedures.

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 **and beliefs with regard to admissions, registration, class attendance and the scheduling of** examinations and work assignments. For further information, please see Academic Policies and Regulations.

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.

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.

Incomplete Grade Policy Statement

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

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 of time 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.

Withdrawals

Any student who decides to drop is responsible for completing the proper paper work required to withdraw from the course.

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: non-approved 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 tobe disruptive under the Student Code ofConduct.

Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work. FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. [Policy 12.16 Artificial Intelligence].

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the Florida Atlantic Code of Academic Integrity, Regulation 4.001.

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit https://fau.edu/ai/citation

AI Flexible Policy:

The use of AI to assist in work assigned in this specific course is permitted only for specific assignments as indicated by the instructor. Use must be properly documented and cited per instructor guidelines.