FLORIDA ATLANTIC UNIVERSITY

COURSE CHANGE REQUEST
Undergraduate Programs

Department Languages, Linguistics & Comparative Lit.

College Arts and Letters

UUPC Approval 10-12-2026
UFS Approval _____
SCNS Submittal _____
Confirmed _____
Banner Posted _____
Catalog _____

***Current* Course Prefix and Number**	SPN 1121	***Current* Course Title**	Beginning Spanish Language and Culture 2

*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:

Emphasis on speaking and aural comprehension. Practice in reading and writing. For students with some experience in the language. Not open to heritage learners or the equivalent, who may substitute it with SPN 1340, which is equivalent to SPN 1120 and SPN 1121. A heritage learner is a student who has lived in a Spanish-speaking household. Credit may not be awarded for both SPN 1121 and SPN 1340. This course fulfills foreign language requirement (FLEX).

Change prerequisites/minimum grades to:

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:	Spring 2027	**Terminate course? Effective Term/Year for Termination:**	
Faculty Contact/Email/Phone	Michael Hamilton / mhamilton@fau.edu		

Approved by		***Date***
Department Chair	Michael Hamilton	8/26/2026
College Curriculum Chair	[signature]	9/29/2026
College Dean	[signature]	10/01/2026
UUPC Chair	Korey Sorge	10-12-2026
Undergraduate Studies Dean	Dan Moeroff	10-12-2026
UFS President		
Provost		

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

Beginning Spanish Language and Culture 1 (SPN 1120) 4 credits
Beginning study of Spanish language and culture. For students with little or no experience in the language. Not open to ~~native speakers~~heritage learners or the equivalent, who may substitute it with SPN 1340, which is equivalent to SPN 1120 and SPN 1121. A heritage learner is a student who has lived in a Spanish-speaking household. ~~Credit may not be awarded for SPN 1120 and SPN 1340.~~

Beginning Spanish Language and Culture 2 (SPN 1121) 4 credits
Emphasis on speaking and aural comprehension. Practice in reading and writing. For students with some experience in the language. Not open to heritage learners or the equivalent, who may substitute it with SPN 1340, which is equivalent to SPN 1120 and SPN 1121. A heritage learner is a student who has lived in a Spanish-speaking household~~Not open to native speakers or equivalent, who may substitute it with SPN 1340~~. Credit may not be awarded for both SPN 1121 and SPN 1340. This course fulfills foreign language requirement (FLEX).

Intermediate Spanish Language and Culture 1 (SPN 2220) 4 credits
Prerequisite: Placement test with a passing score (The test needs to be taken only once at FAU.)
Emphasis on communication skills and grammar. Not open to ~~native speakers~~heritage learners or equivalent, who may substitute it with SPN 2341, which is equivalent to SPN 2220 and SPN 2221. A heritage learner is a student who has lived in a Spanish-speaking household.~~Credit may not be awarded for SPN 2220 and SPN 2341.~~ This course fulfills foreign language requirement (FLEX).

Intermediate Spanish Language and Culture 2 (SPN 2221) 4 credits
Prerequisite: Placement test with a passing score (The test needs to be taken only once at FAU.)
Continuation of emphasis on communication skills, with special attention to grammar review. Not open to ~~native speakers~~heritage learners or equivalent, who may substitute it with SPN 2341, which is equivalent to SPN 2220 and SPN 2221. A heritage learner is a student who has lived in a Spanish-speaking household. Credit may not be awarded for both SPN 2221 and SPN 2341. This is an Academic Service Learning (ASL) course. This course fulfills foreign language requirement (FLEX).

Intermediate Spanish Conversation (SPN 2240) 3 credits
Prerequisite: Placement test with a passing score (The test needs to be taken only once at FAU.)
Emphasis on aural comprehension and speaking facility, practice using topical materials. Not open to students who have completed SPN 2221 or ~~native speakers~~heritage learners or equivalent. A heritage learner is a student who has lived in a Spanish-speaking household. This course fulfills foreign language requirement (FLEX).

Advanced Spanish (SPN 3400) 3 credits
Prerequisite: Placement test with a passing score (The test needs to be taken only once at FAU.)
Intensive review of advanced grammar through written work and conversation. Students learn how to express themselves in writing and orally, using literary texts. SPN 3400 is not open to ~~native speakers or~~ heritage ~~speakers~~ learners or equivalent, ~~(~~who may substitute ~~SPN 2341 or~~ it with SPN 3343, depending on ~~ability~~proficiency~~)~~. A heritage learner is a student who has lived in

a Spanish-speaking household. Credit may not be awarded for both SPN 3400 and SPN 3343. This course fulfills foreign language requirement (FLEX).

FLORIDA ATLANTIC UNIVERSITY

SPN 1121

Beg Spanish Lang & Culture 2

4 Credit(s)

1 Full Term

Instructor Information

Email:

Office:

Course Description

Beginning Spanish Language and Culture 2

Emphasis on speaking and aural comprehension. Practice in reading and writing. For students with some experience in the language. Not open to heritage learners or the equivalent, who may substitute it with SPN 1340, which is equivalent to SPN 1120 and SPN 1121. A heritage learner is a student who has lived in a Spanish-speaking household. Credit may not be awarded for both SPN 1121 and SPN 1340. This course fulfills foreign language requirement (FLEX).

Instructional Method

Fully Online Class

100% of the course is delivered online.

Required Texts/Materials

ND FLORIDA ATLANTIC U BOCA RATON 1T CONNECT OLA TRAYECTORIAS: ESPANOL PRACTICO ISBN: 9781266019432
Publisher: McGraw-Hill

Trayectorias: Español Práctico (180 Day Connect Access - includes eBook and Connect)
ISBN: 9781266019432
Authors: McGraw Hill
Publisher: McGraw HIll
Publication Date: 2025

Trayectorias: Espanol Practico (soft-cover textbook /optional)
ISBN: 9798219039744
Publisher: MCGRAW HILL

Description: Required Course Materials

Publisher Materials

McGraw Hill's Connect Registration

All course materials (textbook, etc.) r equired for this course are available through our online content partner, McGraw Hill's Connect. Please access the course specific URL for your particular Spanish course section directly from your course on the Canvas folder titled 'Connect Registration Sheet'.

The Connect code grants access to all the necessary online components of the course in Connect. You are required to create a Connect student user account in order to have access to Connect. Note that you must use your given name (as stated on your FAUID) and your F AU e-mail to set up a Connect account. If not, your grades might not register. The precise URL for this course in Connect is posted on your Canvas site for this course.

Course Objectives/Student Learning Outcomes

By the end of the semester, you will be able to communicate in basic Spanish about a variety of topics, including shopping, summarizing past events, finding, describing, and furnishing a home, travelling, and narrating past events. In addition, you will be able to understand, summarize, and express opinions in Spanish.

Course Evaluation Method

Course Components & Grading Scale

Your final grade will be determined from the following components:

Assessment	Percentage
Canvas – Syllabus Quiz	1%
Canvas – Interactive (written) Activities	10%
eBook Connect – HW Activities	10%
eBook Connect – Quizzes	10%
eBook Connect – Adaptive Learning Assignments	10%
eBook Connect – Presentational Speaking Performance Tasks – Solo (no partner needed). (Total: Five available, you must complete four)	10%
eBook Connect – Interpersonal Speaking Performance Tasks – Two classmates & you. (Synchronous) (Total: Five available, you must complete four)	10%
Talk Abroad – Conversations Tables – Two conversation partners and you. (Synchronous) (Total: TWO)	4%

Talk Abroad – One-on-one Conversations – One conversation partner and you. (Synchronous) (Total: SIX)	15%
Zoom – Interactive Zoom Activities – Two other students and you with your professor (Synchronous) (TOTAL: SIX – One every other week during Fall/Spring semesters, one per week during summer)	15%
Zoom – Chat & Tutoring sessions through the Center for Learning and Student Success (Synchronous) (TOTAL: 4 - One per month during the weeks assigned in Fall/Spring semesters, one per week during summer)	5 %
TOTAL	100%

Grading Scale: Students' grades will be rounded off to the higher grade when the grade is .50% or above (e.g., 89.50% or higher = A-; 89.49% or lower = B+). The final grade recorded in Canvas is considered the official grade; however , keep in mind that this grade may be affected by grade scale reductions due to excessive absences or excessive Connect non-completions. These reductions are applied to the final grade you see in Canvas. Any queries regarding your final course grade must first be addressed to your instructor.

Grade Calculation

The grades in this course are weighted, that is some assignments count more for your final grade than others. Do not try to determine your course grade simply by dividing points earned by the total number of points possible. For questions about the scoring system, ask your instructor during office hours.

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.
ALL assignments that you turn in to your instructor for a grade must be your own work. This means that the use of translator programs, excessive help from tutors or anyone else on graded assignments constitutes academic dishonesty. If your instructor suspects that an assignment completed outside of class is not entirely your own work, your instructor has the right to ask you to redo that assignment in their presence during office hours.

Plagiarism

Plagiarism is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source.
Late Assignments Policy

As the course calendar states all deadlines clearly and in advance, no late work will be accepted. Make-up is available for students with a legitimate, approved, and documented absence, such as those occurring from participation in university-approved activities (e.g. athletic or scholastics teams, musical and theatrical performances, and debate activities), military obligation, or court-imposed legal obligations. That said, we encourage you to make every effort to complete the assignments prior to the due dates for anticipated absences such as the above.

Inquiries: If you have questions or concerns about your class or about any of the policies contained in this syllabus, direct them first to your instructor. If this is not possible due to the nature of your question, you may make an appointment to see Dr. White (jwhite94@fau.edu). During summer: Dr. Blattner (gblattne@fau.edu) during the May-June summer session or Dr. White during the June-August summer session (jwhite94@fau.edu).

Excusable Non-completions / Late Submissions

The success of a language course depends on the active preparation and participation of all participants. We are a learning community, and everyone else in the virtual classroom depends on you to prepare and engage with the materials and with your peers. Official university policy recognizes certain categories of absence as “excusable,” upon the presentation of proper documentation to the course instructor. The following are the most frequently recognized categories of “excusable” absence (upon presenting sufficient documentation, as requested by the course instructor):

• Observance of religious holidays* • Military service or other military obligations • Jury duty and/or other court-related appearances • Documented appointment requiring your in-person appearance at a government embassy, consulate, or other official government office/ location.	• Doctor’s visits or true medical emergencies, including severe contagious illness (such as influenza) for which you are under a doctor’s care and have proper medical documentation. • Prior approved and properly documented University-sponsored activities (athletic, academic, student government, or etc.) that demand your presence

For religious holidays/military service/other military obligations/jury duty/etc., students must speak with their instructor prior to the anticipated absence–if the date a particular assignment measure is not already available before the date of the ‘events’, then your instructor may opt to either open the assignment early for you, or extend the deadline for you. You must communicate with your instructor prior to the absence to discuss the best option. Notification after the date of absence will not be accepted.

If you know you are going to not be able to complete an assignment because of upcoming travels/internet access/etc., then you will need to complete the assignments ahead of time. No late submissions will be accepted.

Interactive Zoom Activities, Connect, etc. may be made up only when so authorized by Profesora Rendon, Spanish Online Course Coordinator, in the Office of Basic Language Programs during the Fall and Spring semesters, during Summer II, Dr. Blattner, and during Summer III, Dr. White. Students must make this request the day they return to class/begin completing any other assignments, and the work must be made up no more than one week from that date. You must fill out the Missed Exam / Missed Assignment Request Form found on your Canvas course site to your instructor who will then submit it to the Office of Basic Language Programs for review. Sufficient documentation must be provided for an exam to be made up, or

a homework assignment handed in late. While letters or notes from appropriate authorities (from a doctor, judge, etc.) on letterhead and with contact phone number are sufficient, letters from parents, or personal statements written by the student themselves, are not. Medical excuses must be in writing on physician's letterhead and must include the date(s) on which the student could not complete online activities. In certain situations, the course instructor may ask the student to consult FAU's Office of Student Affairs (Student Support Building, Room 226/(561) 297-3542) as a resource. For absences due to observance of religious holidays, students must speak with their instructor prior to missing class.

NOTE: The legitimacy of all medical documentation provided will be verified with the physician's office. Keep in mind that fabricating medical documentation is a both against the law as well as against the code of academic integrity. If it is determined that documentation provided in order to be able to make up an assignment is not legitimate, appropriate action will be taken (i.e., processing the event as a violation of FAU's code of academic integrity, informing the authorities). Note: vacation and travel plans or work do not qualify to make up an assignment – you can work ahead on the course materials so that no deadlines are missed.

In the case of emergencies (see above) that coincide with the deadline of a particular assignment, you must submit the Missed Exam / Assignment Request Form found on your Canvas course site and include any documentation you have in order for an assignment to be made up. Students are responsible for arranging to make up work missed because of legitimate and documentable reasons, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in university-approved 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 and within one week after returning from an unanticipated absence. Instructors must allow each student who is absent for a university-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

In order to request a make-up exam or acceptance of late homework, students must do the following:

1. Contact the instructor immediately and make an appointment with them to make up the assessment measure. The make-up work should be done as soon as possible after your return to 'class', and even if your make-up petition has not yet been approved. This makes it easier for you, the student, to retain the information being tested or made up.

2. Download the "Missed Exam / Assignment Form" from the course Canvas site.

3. Complete the "Missed Exam / Assignment Form" and submit it to your instructor with copies of all necessary documentation attached via email.

Your instructor will sign the form and they will then submit the form to Profesora Rendón, Spanish Online Course Coordinator, in the Office of the Basic Language Programs. Once a decision has been made, your instructor will return the completed form to you. A copy of the form will be kept on file. Students will not receive credit for any exam or assignment until a decision has been made by the Office of Basic Language Programs. The student will be given a maximum of one week from the date of the absence to make this request.

Note: During summer sessions, Dr. Blattner is your point person during summer session II and Dr. White will coordinate summer session III.

Keep in mind that without documentation (see above), no Missed Exam / Assignment Request forms will be approved. If you miss an assignment and you do not have documentation,

no extensions or make ups will be granted.

Students will NOT be exempt from this policy, except in cases that are in line with university regulations regarding attendance policy. Please review university guidelines regarding attendance by going to: http://www.fau.edu/academic/registrar/catalogRevs/academics.php#policiesall.

Attendance Policy for Connect

Given the nature of this course, it is vital that you complete all assigned Connect activities prior to the deadlines. We repeat: In order to be a successful participant in the other course assignments (i.e., interactive activities), and in order to comprehend the material effectively, you MUST complete your assigned Connect exercises ahead of time. There are no "late" extensions for Connect activities—first, because they are an essential form of preparation, and second, because they are assigned well in advance, with plenty of advance notice, so that students can manage their time effectively. Only for reasons such as University approved 'excusable' reasons outlined above will Connect extensions be considered – for anticipated absences for which you have prior notice, you must complete your Connect ahead of time. The instructor may send an e-mail stating that the student has reached their limit, however, even if you do not receive a direct email from your instructor, it is your responsibility to keep track of your Connect completions during the semester. You can check your performance in the Connect grade center within Connect.

Once a student reaches the point where they have accumulated six separate dates during the regular full-term semester, four dates for fast-track courses, or four dates for summer courses, for which the majority (more than 50%) of the assigned Connect activity sets were not completed before the deadline, you will have reached the limit of allowed Connect non-completions and each individual future instance of not completing Connect will be penalized by a one grade-scale reduction for each and every subsequent Connect non-completion.

GRADE PENALTIES FOR CONNECT NON-COMPLETIONS

To repeat: Once the limit of six instances has been reached (for the regular full-term semester in Fall or Spring, four dates for fast-track courses, or four dates for summer online sessions), each future day where you do not complete more than 50% of that day's Connect assignment sets by the deadline will result in a grade-scale reduction to your final course grade for each and every subsequent on-time non-completion.

For example: In the regular full-term Fall or Spring semester, if you do not complete the Connect activities prior to the deadline on seven occasions. You will receive a one grade-scale reduction to your final course grade. This means that if your final course grade is going to be an 'A', but you have accrued seven non-completions, your final course grade will be reduced to an 'A-'. Another example: Let's say that you did not complete Connect a total of 12 times during the semester, which is six instances over the allowed number of non-completions, your final grade will suffer six grade-scale reductions. In this case, if your final course grade was going to be an 'A', it will now receive six grade-scale reductions, thereby resulting a final course grade of a 'C'. During the summer sessions, once you accrue four non-completions, at the fifth non-completion you begin to receive grade-scale reductions to your final course grade.

Attendance Policy for Interactive Zoom Activities

There are six assigned Interactive Zoom Activities and there is one opportunity for a make up. The make up takes place during the last week of class or during final exam week. If you do not attend at least four Interactive Zoom Activities, your final course grade will automatically incur one grade-scale reduction per activity session. For example: If you attend only three Interactive Zoom Activities, you will not only not earn points for the 4th, 5th, and 6th activity, your final course grade will also be reduced by an additional grade-scale. That said, if you have an A in the course, your final course grade will be reduced to an A-. If you have a B+ in the course, your final course grade will be reduced to a B, etc.

Let's say you do not attend any Interactive Zoom Activities at all. First, you will miss 15% of your final course grade. Then, on top of that, your final course grade will be reduced by four grade-scale reductions. For example, if your final course grade (before reductions) is a B, but you did not attend any Zoom sessions, your final course grade after grade reductions will be reduced to a C-.

Course Grading Scale

Letter Grade	Letter Grade
A	93 - 100%
A-	90 - 92%
B+	88 - 89%
B	82 - 87%
B-	80 - 81%
C+	78 - 79%
C	72 - 77%
C-	70 - 71%
D+	68 - 69%
D	66 - 67%
D-	64 - 65%
F	Below 63

Extra Credit

Extra credit – Extra credit (up to a maximum of 3% of your final course grade) can be earned.

One way of earning extra credit is to attend Chat & Tutoring sessions offered either through FAU's Center for Learning and Student Success (CLASS) or through other outlets established by your instructor. For questions regarding CLASS tutoring hours, contact their office directly. In order to earn extra credit, you must attend four tutoring sessions spread throughout the semester (Fall semester: one or two during the month of September, one or two during the month of October, and one or two during the month of November. For Spring semester: one or two during the month of January, one or two during the month of February, one or two during the month of March, and one or two during the month of April. For summer sessions: one or two during weeks 1, 2, 3, 4, 5, or 6 for a total of 4 sessions). By attending all four tutoring sessions, you will earn 2 extra credit points (total). If you attend less than four tutoring sessions, you will not earn any points. The purpose of the tutoring sessions is to provide structured, continued engagement with the tutors, which can only be done with consistent attendance spaced throughout the semester. You can attend more tutoring sessions if you choose to, but keep in mind that only these four sessions distributed in this way will count for extra credit. Once you reach the 4 required tutoring sessions for extra credit, complete the Extra Credit Attendance Form available on Canvas and submit it via email to your instructor. They will verify your attendance with the E-tutoring division in the Center for Learning and Student Success (CLASS). Another way to earn extra credit is to complete four Conversation Tables: TalkAbroad.

Information about additional extra credit opportunities can be found on your course Canvas site and/or will be communicated directly to you via email from your instructor. Extra credit opportunities may be limited during the summer sessions.

Policy on Make-up Tests, Late work, and Incompletes

Late Assignments Policy

As the course calendar states all deadlines clearly and in advance, no late work will be accepted. Make-up is available for students with a legitimate, approved, and documented absence, such as those occurring from participation in university-

approved activities (e.g. athletic or scholastics teams, musical and theatrical performances, and debate activities), military obligation, or court-imposed legal obligations. That said, we encourage you to make every effort to complete the assignments prior to the due dates for anticipated absences such as the above.

Special Course Requirements

It is mandatory to use a computer with audio and video fully functional. If you encounter technical issues, have concerns, or need assistance, please contact FAU Help Desk.

Hardware

- Dependable computer
- Computer speakers
- Headset with microphone
- Webcam

Software

- Microsoft 365 Suite
- Reliable web browser (recommended Chrome or Firefox)
- Canvas mobile app: Download instructions for iOS device or Android device
- Adobe Reader
- Adobe Flash Player

Internet Connection

- Recommended: Broadband 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.
- Check your Internet speed here.

Basic Computer Specifications for Canvas

- Operating system: Windows 10 or macOS Sierra (or higher).
- Specifications
- Peripherals
  - A backup option should be available to minimize the loss of work. This can be 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.
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  Minimum Technical Skills Requirements

  The general and course-specific technical skills you must have to succeed in the course include but are not limited to:
  - Accessing Internet.
  - Using Canvas (including taking tests, attaching documents, etc.).
  - Using email with attachments.
  - Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
  - Copying and pasting functions.
  - Downloading and installing software.
  - Using presentation, graphics, and other programs.
  - Posting and commenting in an online discussion.
  - Searching the FAU library and websites.
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  Technical Support

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these 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 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 the "Help" tab located on the menu bar.

When a problem occurs, click "Help" to:

- Report a Problem
- Live Chat with Canvas Support
- Search Canvas Guides

Policy on the Recording of Lectures

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

AI Language Specific To This Course

Plagiarism

Plagiarism is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source.

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 10.16 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**

Attendance Policy

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the 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. Instructors must allow each student who is absent for a University-approved reason 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 Policy

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) 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/.