



**Course Syllabus**  
**CSCI 1146/ CRN80075 – Introduction to Java**  
 Atlanta Metropolitan State College  
 School of Business and Technology

*This is a Core IMPACTS course that is part of Technology, Mathematics & Sciences (STEM)*

*Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content and will support students' broad academic and career goals.*

<b>Instructor Information</b>	Name: Prof. D. Shorter
<b>Office location:</b>	___ S176 _____
<b>Office Telephone:</b>	___ 404-756-4720 _____
<b>Email Address</b>	dshorter@atlm.edu
<b>Office Hours:</b>	___ 12:00 PM – 2:30 PM TW _____
• In Person:	✓ ___ Office S176 _____
• Online	_____  dshorter@atlm.edu
• By Appointment	Office hour disclaimer: If you cannot meet with the instructor during office hours, you may schedule an appointment based on the instructor's availability.
<b>Office Hours:</b> Phone #: 678-623-1270 Start Date: Aug 18, 2025 No Show: Aug 27, 2025 Holiday Day: Sept 1, 2025, Nov 27 - 28 Mid-Term Exams: Oct 4 - 9, 2025 Grades Due: Oct 14, 2025	

Last Day to Withdraw      Oct 20, 2025 Last Day of Class        Dec 6, 2025 Final Exam Date: TBA     Dec 9 - 11, 2025 Grades Due                Dec 15, 2025	
<b>Course Information</b>	<b>CSCI 1146 Introduction to Java CRN 80074</b>
Pre-requisites	Exit from Developmental Studies, Reading, and Mathematics
Credit Hours	<u>  3  </u>
Catalog Description	<p>Course Description:</p> <p>This course provides an introduction to the fundamentals of the Java Programming</p> <p>Language, problem solving and algorithm development, simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays, classes, methods, applets and fundamentals of Object-Oriented programming development.</p> <p>Prerequisite: Exit from Learning Support Reading, English and Math. Math 1111, 1113, CSCI 1135 or permission of the instructor</p>
Course Start and End Date	<u>  18 Aug 2025  </u>
Course Textbook	Textbook: Java Programming: Joyce Farrell MindTap Cengage Unlimited_____ <b>How to access your MindTap course</b>  Copy and paste in your browser the URL: <a href="https://startstrong.cengage.com/mindtap-brightspace-ia-no/">https://startstrong.cengage.com/mindtap-brightspace-ia-no/</a>  <b>Subscribe to Cengage Unlimited via D2L:</b> <a href="#">Cengage Unlimited</a>
Required Resources	MindTap
Recommended Resources	Tutor.com, Tutor Ocean.com
General Education Learning Outcomes	<p>The student will be able to: use the scientific method and laboratory procedures or mathematical and computational methods to analyze data, solve problems, and explain natural phenomena as well as:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a knowledge of, and ability to use information technology.</li> <li>2. Exhibit reasoning and thinking based on universal intellectual values that transcend subject matter.</li> <li>3. Demonstrate the ability to communicate effectively through listening, reading, writing, and speaking.</li> </ol>
Program Learning objectives	Program learning outcomes define what a student should know or be able to do upon completion of the program.

	<ol style="list-style-type: none"> <li>1. Students will be required to design, code, debug, test and implement an application program using an object-oriented programming language; and</li> <li>2. Students will be required to analyze complex problems and develop the appropriate software to solve the problems.</li> </ol>
<b>Course Delivery Method</b>	On Campus
<b>Email Preference</b>	<i>D2L email for course related correspondence.</i>
<b>Online Courses</b>	Please use D2l e-mail for all correspondence. My cell phone is provided for emergencies only. I cannot answer questions, accept assignments, or discuss grades via cell phone, so please use it for emergencies texting only.
<b>On Campus Courses</b>	Please use ATLM Ginger Email for communication. I check Brightspace (D2L) email on a regular basis.
<b>Email Response Time</b>	Unless you are notified otherwise, I will strive to respond to all student questions and emails within 48 hours in d2l.
<b>Attendance:</b>	Attendance is required at Atlanta Metropolitan State College. Students may view their attendance record by going to the Brightspace course page and clicking on "Attendance" from the "Assessments" menu at the top. It is the responsibility of each student to ensure that his or her recorded attendance is accurate. Any errors need to be brought to the attention of the instructor as soon as they are discovered.
<b>Online Attendance and Participation Policy</b>	Being "Present" in class is determined by the student's active attendance and participation in an "academically related activity" which includes actual presence in a virtual class, submission of an assignment, completion of an exam or quiz and discussion forum posting.
<b>Conduct:</b>	Refer to AMSC College Catalog, page 54
<b>Late Policy:</b>	<p>Late Assignments: Assignments turned in after the due date and time will be subject to a 10-point decrease of the earned grade. (Max 70%)</p> <p>Late Quizzes: Quizzes completed after the due date and at that time will be subject to a 10-point decrease of the earned grade. (Max 70%)</p> <p>Late Discussions: Discussions posted after the due date and time will be subject to a 10-point decrease of the earned grade. . (Max 70%)</p>
<b>Enrollment Status:</b>	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any, in enrollment status and taking necessary steps (e.g., pursuing re-instatement in this course) following those outlined in the AMSC catalog.
<b>Attendance Verification (No Show)/Reinstatement</b>	Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office

	<p>will notify the students and faculty when the Attendance Verification Period has opened. The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as non-attending a course must seek the approval of the instructor in order to be reinstated. Once approved, the student will complete the Reinstatement form and submit it. The Office of Registrar will notify students when course reinstatement process has been completed during Reinstatement Period.</p> <p>The student can demonstrate compelling reason (s) that have prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class OR The instructor made an error, and the student was in attendance prior to being dropped.</p>
<b>Computer Hardware &amp; Software Requirements:</b>	<p>One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technological requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.</p>
<b>Minimum Hardware Recommendations to take courses:</b>	<p>D2L System Requirement Internet Connection:</p> <ul style="list-style-type: none"> <li>· Ethernet Network required</li> <li>· Wireless Network required</li> </ul> <p>Operating System Requirements</p> <ul style="list-style-type: none"> <li>• PC: o Compatible Operating System:</li> <li>o Web Browser: Firefox, Chrome</li> <li>• Mac: o Compatible Operating System:</li> <li>o Web Browser: Firefox, Chrome, Safari</li> </ul> <p>Hardware requirements:</p> <p>Minimum Technical Specifications for Hardware:</p> <ul style="list-style-type: none"> <li>• A processor of 2GHz or faster</li> <li>• 4GB RAM or greater</li> <li>• 500 GB of Hard Drive space</li> <li>• Monitor and video card with a minimum resolution of 1024x768</li> <li>• Keyboard and mouse</li> </ul> <p>Minimum Technical Specifications for Computer Peripherals:</p> <ul style="list-style-type: none"> <li>• Speakers</li> <li>• Headphones</li> <li>• Microphone</li> <li>• Webcam</li> </ul>
<b>Tutoring Services</b>	<p>Students improve their self-confidence and increase their chances of excelling in their courses when they utilize their college/university academic support services. The following tutoring services are available to AMSC students:</p> <ul style="list-style-type: none"> <li>❖ The AMSC Writing Center is open year-round to support students, staff, and faculty at AMSC. It offers virtual and in-person tutoring for various writing projects, assists at any stage of the writing process, and increases improvement in structure, use of sources, style, grammar, and more. The Writing Center is located in Building 100, Room 211. Students can walk in during hours of operation or schedule an appointment at <a href="https://calendly.com/amscwritingcenter/30min">https://calendly.com/amscwritingcenter/30min</a></li> </ul>

	<p>❖ <a href="https://tutor.com">Tutor.com</a> is a virtual space for students to access writing tutors outside of AMSC faculty. Access tutor.com in Brightspace by logging into your course. Next, click the 'Free Tutoring' tab and choose Tutor.com from the dropdown options. Students are granted five (5) hours per semester, and registration is not required. Contact the Center for Student Success and Advising at (404) 756-5690 for assistance.</p> <p>❖ TutorOcean is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at <a href="https://atlm.tutorocean.com">https://atlm.tutorocean.com</a>.</p>
<b>Americans with Disabilities Act (ADA) Statement</b>	<p>Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services, located in the Student Services &amp; Success Center, building 650-Suite 252, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodation to students who meet the requirements.</p> <p>It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the course materials for this class, please notify the instructor immediately.</p> <p>Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.</p>
<b>Office of Counseling and Accessibility Services</b>	<p>The Office of Counseling and Accessibility Services operates under the Americans with Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not.</p> <p>The amended ADA, otherwise known as ADAAG defines "disability" as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Dr. Dorothy Williams, the Director of Counseling and Accessibility Services at 404-756-4016 or at <a href="https://www.atlm.edu/students/counseling-and-disability-services.aspx">https://www.atlm.edu/students/counseling-and-disability-services.aspx</a>.</p> <p>The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. In order to receive accommodation, the student's illness or disability must be verified in writing by a physician, psychiatrist, or some other health care provider or specialist. Students choosing to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodation in a timely fashion.</p>

<b>Withdrawal</b>	<p><b>Withdrawal from a course is solely the responsibility of the student.</b> Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course <b>MUST</b> submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar's Office before mid-term in order to receive a grade of "W" for the course.</p> <p>A student who withdraws after the Midterm date receives a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, then a "W" will be recorded. The possibility that a student may fail the course will not be considered a hardship</p>
<b>Incomplete Grade Policy</b>	<p>An incomplete may be awarded at the instructor's discretion for non-academic reasons which prevent the student from completing the course requirements. The student must be passing the course at the time that the Incomplete is awarded and must sign an "Awarding of Incomplete" agreement. Unless otherwise stated, the incomplete should be removed by the end of the following semester; otherwise, the instructor will change the grade to an "F" grade.</p>
<b>Time Commitment</b>	<p>To successfully complete this course it requires discipline, devoted time and commitment. A student must arrange his / her schedule to allow for the required time for this course. Expect to spend a minimum of seven (7) to ten (10) hours per week to thoroughly read each chapter and complete the required chapter assignments. Additional time most likely will be required to complete quizzes and exams.</p>
<b>Student Expectations</b>	<p>Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success.</p> <ul style="list-style-type: none"> <li>• Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc.</li> <li>• Please speak with your instructor <b><u>in advance</u></b> if you have extenuating circumstances that prevent you from completing your assignments by the designated due dates. If a medical emergency occurs, you will need to provide a written medical / doctor's notice for the period in which you are unable to participate in class or complete any of the assignments (discussion, case studies, quizzes, exams, etc.). Without a medical / doctor's notice, all assignments missed will be scored as zero.</li> <li>• Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly.</li> <li>• Read, study, and complete all assignments by the due dates.</li> <li>• Monitor Brightspace D2L course calendar.</li> <li>• Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course.</li> <li>• Be courteous, polite and respectful to faculty, staff and fellow students.</li> </ul> <p>For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check <b><u>Brightspace D2L email</u></b> as well as <b><u>Ginger email daily</u></b> to stay abreast of what is going on in class.</p>

<b>Online Discussion Protocol</b>	<ul style="list-style-type: none"> <li>• The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings.</li> <li>• Be constructive and positive. You can challenge ideas and course content yet avoid becoming negative online. When you disagree respectfully and politely, you stimulate and encourage great discussion.</li> <li>• You are expected to conduct yourself in a mature, courteous, and mutually respectful manner.</li> <li>• Always sign your name.</li> <li>• Postings should be well written with proper punctuation, spelling and grammar. Avoid the use of all caps or multiple punctuation elements (!!!??).</li> <li>• Encourage further discussion by building on current threads.</li> </ul>
<b>Degree Relevance and Enrollment Status</b>	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students <b>must</b> periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing re-instatement in this course) following those outlined in the AMSC catalog
<b>Abandoning a Course</b>	Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of —F at the end of the course. It is the student’s responsibility to initiate and complete the withdrawal process.
<b>Academic Honesty</b>	<p>Only the epitome of professionalism is expected of each student. Cheating or the abetment of cheating is not tolerated.</p> <p>Per page 91-93 of the 2019-2020 Atlanta Metropolitan State College Catalogue the Penalties for Academic Misconduct states:</p> <ul style="list-style-type: none"> <li>• In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty.</li> <li>• Types of penalties may include, but are not limited to, the instructor assigning a grade of “F” for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment.</li> </ul> <p><b>The maximum penalty the instructor may impose is a grade of “F” for the course.</b></p>
<b>Class Cancellation</b>	Procedure regarding long-term emergency closure of the college (attendance policy): In the event of an emergency that forces the college to close for an extended period, students <b>MUST</b> contact the instructor of this class within 48 hours using the contact information (e.g., email address in BrightSpace/D2L) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates.

	<p>The student is responsible for submitting valid, accurate contact information, including an active AMSC email address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email address in the Academic Support Center on the third floor of the Library Building.</p> <p>If the instructor for the course cannot be reached within the specified period (within 48 hours), the Dean of the School responsible for the course can be reached at the email address posted on the college's website</p>
<b>Class Schedule Due Dates in D21</b>	<p>Course Outline</p> <p>Chapter 1: Creating Java Programs</p> <ul style="list-style-type: none"> <li>• Learning Programming Terminology</li> <li>• Comparing Procedural and Object-Oriented Programming</li> <li>• Features of the Java Programming Language</li> <li>• Analyzing a Java application that Produces Console Output</li> <li>• Adding Comments to a Java Class</li> </ul> <p>Chapter 2: Using Data</p> <ul style="list-style-type: none"> <li>• Declaring and Using Constants and Variables</li> <li>• Learning About Integer Data Type</li> <li>• Using the Boolean Data Type</li> <li>• Using the Scanner Class to Accept Keyboard Input</li> <li>• Performing Arithmetic</li> <li>• Understanding Type Conversion</li> </ul> <p>Chapter 3: Using Methods, Classes, and Objects</p> <ul style="list-style-type: none"> <li>• Understanding Method Calls and Placement</li> <li>• Understanding Method Construction</li> <li>• Adding Parameters to Methods</li> <li>• Creating Methods That Return Values</li> <li>• Creating a Class</li> <li>• Declaring Objects and Using Their Methods • An Introduction to Using Constructors</li> <li>• Understanding That Classes Are Data Types</li> </ul> <p>Chapter 4: More Object Concepts</p> <ul style="list-style-type: none"> <li>• Understanding Blocks and Scope</li> <li>• Overloading a Method</li> <li>• Learning about Ambiguity</li> <li>• Creating and Calling Constructors with Parameters</li> <li>• Using Static Fields</li> <li>• Understanding Composition and Nested Classes</li> </ul> <p>Chapter 5: Making Decisions Planning Decision-Making Logic The if and if .....else Structure</p>



	<p>Chapter 6: User-Defined Methods and C lasses</p> <ul style="list-style-type: none"> <li>• Learn how methods are used in Java programming</li> <li>• Understand actual and formal parameters</li> <li>• Making Accurate and Efficient Decisions</li> <li>• Using the switch Statement</li> <li>• Using the Conditional and NOT Operators</li> <li>• Understanding Operator Precedence</li> <li>• Adding Decisions and Constructors to Instance Method</li> </ul> <p>Chapter 6: Looping</p> <ul style="list-style-type: none"> <li>• Learning About the Loop Structure</li> <li>• Creating While Loops</li> <li>• Writing a definite while loop</li> <li>• Using Shortcut Arithmetic Operators</li> <li>• Learning How and When to Use a do-while loop</li> <li>• Improving Loop Performance</li> </ul> <p>Chapter 7: Characters, Strings, and the String Builder</p> <ul style="list-style-type: none"> <li>• Understanding String Data Problems</li> <li>• Manipulating Characters</li> <li>• Declaring and Comparing String Objects</li> <li>• Using Other String Methods</li> <li>• Converting String Objects to Numbers</li> <li>• Learning About the String Builder and String Buffer Classes</li> </ul> <p>Chapter 8: Arrays</p> <ul style="list-style-type: none"> <li>• Declaring Arrays</li> <li>• Initializing an Array</li> <li>• Using Variable Subscripts with an Array</li> <li>• Declaring and Using Arrays of Objects</li> <li>• Searching an Array and Using Parallel Arrays</li> <li>• Passing Arrays to and Returning Arrays from Methods</li> </ul> <p>Chapter 9: Advanced Array Concepts</p> <ul style="list-style-type: none"> <li>• Sorting Array Elements Using the Bubble Sort Algorithm</li> <li>• Sorting Array Elements Using the Insertion Sort Algorithm</li> <li>• Using Two-Dimensional Array to a Method</li> <li>• Using the Length field with a Two Dimensional Array</li> </ul>
<b>Grading Scale</b>	<ul style="list-style-type: none"> <li>• Reading Assignments: Students are expected to read assigned textbook pages/chapters prior to the beginning of class and before the material is covered in lecture. Be sure that you understand all diagrams and read captions under pictures. It will be to your benefit to stay organized and not get behind.</li> <li>• The purpose of examinations is to determine how well students have mastered the material. There will be five (5) unit exams in addition to a final exam. The exams will cover the material presented in the lecture and via audio visual resources.</li> <li>• All exams must be taken on the assigned date and at the assigned time. The other classroom assignments will include end of chapter review questions and problems.</li> </ul>

	<ul style="list-style-type: none"> <li>Quizzes will be given periodically to determine if the assigned reading is being done. They are normally given at the beginning of class, and at the instructor's discretion. These quizzes may be announced or unannounced. They will cover either material previously discussed or materials which the students should have read. All quiz grades will be averaged and will equal a major exam grade. A quiz will be given approximately ONCE per week. Missed quizzes CANNOT be made up.</li> <li>Students will complete critical thinking exercises involving research and answering questions on thought-provoking biological topics, such as theories of evolution, origin of the universe, recent medical discoveries, cloning technology, etc. Students will additionally participate in class discussions demonstrating knowledge learned from these exercises. Assignments WILL NOT be accepted after due date and a grade of "0" will be given for that assignment.</li> <li>Proctored Final Exam.</li> </ul>
<b>Grade Distribution</b>	<p>Grading A final grade will be determined using the following percentages.</p> <p>Assignments.....400  Mid-Term.....200  Lab Exam.....200  Final Exam.....200</p> <p>1000 - 900.....A  800 - 899.....B  700 - 799.....C  600 - 699.....D  Below 600.....F</p>
<b>Grade Appeals and Student Complaint Policy and Process</b>	<p>Please follow the Grade Appeals Process outlined in the AMSC Student Catalog, Pages 61/62.</p> <p>You can also refer to the Grade Appeal brochure at:  <a href="https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf">https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf</a></p> <p>For student complaint policy and process, refer to AMSC student catalog pages 51/52.</p>
<b>Class Policies and Requirements:</b>	<p>Students are required to:</p> <ol style="list-style-type: none"> <li>Attend class regularly or log on a regular basis for online instructions</li> <li>Read all assignments and related material in advance of each lecture and lab period.</li> <li>Take all exams at the scheduled time.</li> <li>Hand in all assignments on the due date.</li> <li>Student is responsible for the workstation and work area they are assigned.</li> </ol>

	<p>6. Be prompt – allow time to be in place for the beginning of each class session.</p> <p>7. It is against school policy to admit minor children into the classroom.</p> <p>8. Absolutely no eating, drinking, installing of software, writing on equipment, and accessing and downloading obscene material on classroom workstations. Violators are subject to loss of lab privileges.</p> <p>9. No changes are to be made in desktop wallpaper.</p>
<b>Frequently Asked Questions and Helpful Links</b>	
<b>I need:</b>	<b>LINK</b>
What is Brightspace (D2L) and how can I access it?	<p>Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc.</p> <p>You can access Brightspace (D2L) from <a href="https://atlm.view.usg.edu/">https://atlm.view.usg.edu/</a></p> <p>You can also access Brightspace (D2L) from the <a href="#">College's webpage</a> and click on Brightspace (D2L) on top.</p>
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	<a href="#">Center for Academic Advising and Success (CAAS)</a>
What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	<p><a href="https://d2lhelp.view.usg.edu/">https://d2lhelp.view.usg.edu/</a> You can reach the GaView Helpdesk 24/7/365 days at 18557724423</p> <p>If you are unable to submit a quiz or assignment or face a technical glitch, please contact the University System of Georgia's GaView Helpdesk at 1855 772 4423. The Helpdesk is open 24/7 all 365 days. If your issue cannot be resolved right away, the Helpdesk will issue a ticket to your Atlm Ginger email address. That ticket needs to be forwarded to your instructor to prove that you faced a technical issue that forced you to miss a deadline.</p>
I can't download Respondus Lockdown Browser. What do I do?	<p>If you are unable to download Respondus to your computer, please email the Office of Testing at <a href="mailto:Testing@atlm.edu">Testing@atlm.edu</a> at least 24 hours in advance requesting a testing appointment at the Testing Lab.</p> <p>For Respondus issues, please contact <a href="https://web.respondus.com/contact/">https://web.respondus.com/contact/</a>.</p>
Where do I go for ADA Accommodations	<a href="https://www.atlm.edu/students/counseling-and-disability-services.aspx">https://www.atlm.edu/students/counseling-and-disability-services.aspx</a>
I have a complaint. Where do I go?	Fill out and submit the <a href="#">Student Complaint form</a>
I have an issue with my grade. How	Read the brochure and follow the instructions to <a href="#">appeal your grade</a> .

may I appeal my grade.	
How do I Withdraw from a Course	Follow the Course Withdrawal Process <a href="#">here</a>
I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process <a href="#">here</a>
To Know the Campus Carry/HB 280 Policy	<a href="#">House Bill 280 Guidelines</a>
<b>Use AI with acknowledgement.</b>	Students can use artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2 on assignments in this course, provided it is properly documented and credited. For example, text generated using ChatGPT-3 should include a citation such as: "Chat-GPT-3. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. <a href="https://chat.openai.com/">https://chat.openai.com/</a> " Material generated using other tools or sources should follow a similar citation convention.
<b><i>Disclaimer</i></b>	<i>Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. This syllabus should be considered only a guide for instructor and students, not a formal contract between Atlanta Metropolitan State College and any student. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes in course content or instructional techniques.</i>