



Course Syllabus

ATLANTA METROPOLITAN STATE COLLEGE

School of Arts and Sciences/Business and Technology

Introduction to Criminal Justice: 80163 (Section 1102-201)

Please Download the Syllabi to Observe the Entire Document!!!

Name:	Dr. DuJuan Brown, Ph.D.
Office location:	Outline
Office telephone:	678-623-1321
Email Address	dbrown@atlm.edu
Office Hours:	T/R: 1:30pm-4:30pm
<ul style="list-style-type: none"> In Person: 	N/A
<ul style="list-style-type: none"> Online Virtual Hours 	<u>The course is entirely online.</u>
<ul style="list-style-type: none"> Inclusive Access Course Textbook Section (Day 1 Ready) 	<p>This course is a Day 1 Ready Inclusive Access course. This means that these books have already been paid with your tuition. Please view instructions for access the textbook in the course Brightspace (D2L) page.</p> <p>· If you choose to option out of the Day 1 Ready Access Program for this course, please click on the Textbook (Day One Access) tab (located in the horizontal menu near the top of the course page in Brightspace), then click on the Opt Out option. This option will end after the add and drop period for the current semester.</p>
<ul style="list-style-type: none"> By Appointment 	Office Hours Disclaimer: If you are not able to meet with the instructor during office hours, you may schedule an appointment based on instructor's availability.
Course Information	
Pre-requisites	N/A
Credit Hours	3 Credit Hours
Catalog Description	This course consists of an investigation of the three divisions of the criminal justice system-law enforcement, courts, and corrections-with particular emphasis on the functions and basic problems of each division as well as the interrelationships among the three divisions.

Course Start and End Date	Monday, August 18, 2025 -Thursday, December 11, 2025							
Course Textbook	Introduction to Criminal Justice by Siegal & Worrall, 17th Edition ISBN: 9780357631041 Copyright (2022) or E-BOOK: 9780357630921							
Required Resources	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 technology requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.							
Recommended Resources	<ol style="list-style-type: none"> 1. Read each text assignment for class discussion; 2. Take adequate notes on lectures, class discussions, and individual reading assignments; 3. Achieve satisfactory performance on all hand-in assignments (exams included); 4. Attend class in accordance with the AMSC's attendance policy (excessive absences and tardiness will affect final grades); 5. Practicing time management demonstrates mutual respect and consideration within yourself, your fellow students, and the professor's time and efforts to be ready for the day's learning journey. 6. Students are expected to check AMSC email regularly. Professor will provide information electronically using AMSC emails. Professor will not use students' personal email addresses for correspondences. 							
General Education Learning Outcomes	<ol style="list-style-type: none"> 1. Describe how courts, corrections and law enforcement facilities operate. 2. To demonstrate a knowledge of, and ability to use, criminal justice terminology. 3. Choose the area of criminal justice in which they wish to pursue. 							
Program Learning objectives	Program Learning Outcome: [1] Explain the functions of law enforcement organizations in addressing crime in society. [2] Evaluate the structural relationships between the courts and other components of the criminal justice system [3] Describe the historical development and current trends of corrections in the institutional treatment of offenders [4] Compare criminological theories and concepts and their application in explaining crime and criminal behavior [5] Analyze contemporary criminal justice issues by applying critical thinking skills.							
Course Learning Objectives	<ol style="list-style-type: none"> 1. Describe how courts, corrections and law enforcement facilities operate. 2. To demonstrate a knowledge of, and ability to use, criminal justice terminology. 3. Choose the area of criminal justice in which they wish to pursue. 							
Important Dates	Holidays	Attendance Verification (No Show Date)	Last Day to Reinst ate	Midterm Due	Last Date to Withdraw Without Penalty	Last Day of Class	Final Exam Due	

	<p>submitting late assignments. Subsequent absences and late submissions may result in full letter grade lowering, i.e. A to B, B to C, C to D – for the final grade. (See Atlanta Metropolitan Catalog).</p> <p>This course will follow the “No-Show” practice for AMSC Courses. Students must attend more than one (1) of the class meeting during the “No-Show” period. Students not attending more than one class meeting will be reported as a “No-Show” and will be un-enrolled from the course. Again, since attendance in this class is based on students submitting assignments on time, failure to submit more than one assignment during the “No Show” period will lead to the student being un-enrolled from the course.</p> <p>If circumstances prevent a student from timely informing the instructor prior to the scheduled exam, a written request must be submitted, requesting permission to take a make-up exam. Based on the circumstances, a make-up exam may be administered at the instructor’s discretion.</p> <p>There will be a 10-point grade deduction for all made-up exams and any student unable to take a scheduled exam should so inform the instructor prior to the day of the scheduled exam in writing and the reason(s) therefore.</p>
Conduct:	Refer to AMSC College Catalog, page 54
Late Policy:	Any exceptions to the late policy will be solely at the Professor's discretion. For consideration of an exception (e.g. missing a test due to hospitalization), be prepared to provide documentation (e.g. a note from a MD physician). Please be advised that the MD Physician note should only include the date and time of the visit and the Physician's contact information (standard Doctor's note). Remember that just because you provide

	<p>documentation does not mean that you will be granted an exception. If you know about a problem in advance, notify the professor as soon as possible.</p> <p>If you want an exception due to special circumstances, such as you (have missed/will miss) (class/an assignment/quiz/test/whatever), you should deliver a letter describing your situation and what you need, and attach supporting documentation. It should be a "stand-alone" letter with enough details that I do not have to make any guesses. Details include your name, e-mail address, the date you wrote the letter, the days you are writing about, what class you are in, the meeting time of the class, what it is that you missed, why you missed the assignment, what you plan to do about it or are asking me to do, ect. After I receive the hard-copy of the letter and supporting documents, I will make a decision about the way to proceed. Remember that you are asking for an exception. You are essentially asking me to treat you differently than other students in the class, so your reason should be clear and compelling.</p>
Enrollment Status:	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.
Attendance Verification (No Show)/Reinstatement	<p>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 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>
Computer Hardware &	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

	<ul style="list-style-type: none"> • Apple Safari - https://support.apple.com/downloads/safari (Mac) • Google Chrome - https://www.google.com/chrome/ (Mac or PC) • Mozilla Firefox - https://www.mozilla.org/en-US/firefox/new/ (Mac or PC) <p>Application Software</p> <ul style="list-style-type: none"> • Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC) • Adobe Reader - https://get.adobe.com/reader/ <p>Plug-ins</p> <ul style="list-style-type: none"> • Java - https://www.java.com/en/download/ • Adobe Flash Player - https://get.adobe.com/flashplayer/ • Windows Media Player - https://www.microsoft.com/en-us/download/details.aspx?id=20426 • Apple QuickTime - https://support.apple.com/downloads/%2523quicktime • Microsoft Silverlight - https://www.microsoft.com/getsilverlight/Get-Started/Install/Default <p><u>Accessibility:</u> Wi-Fi is also available for use in the campus parking lots.</p>
Tutoring Services	<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"> ❖ 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 https://calendly.com/amscwritingcenter/30min ❖ Tutor.com 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. ❖ TutorOcean is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at https://atlm.tutorocean.com
Americans with Disabilities Act (ADA) Statement	<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 & 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>
Office of Counseling and Accessibility Services	<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 ADAAAA 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</p> <p>https://www.atlm.edu/students/counseling-and-disability-services.aspx.</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>
Withdrawal	<p>Withdrawal from a course is solely the responsibility of the student. Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course MUST 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>
Incomplete Grade Policy	<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>

	Time Commitment	<p>Students can expect to spend 3 hours per week on this course. Consult the course calendar and your instructor to be sure you are on schedule, keeping up with the material and taking quizzes on time.</p> <p>Expectations for this course as follows:</p> <ul style="list-style-type: none"> • Log in regularly to check messages from your instructor and other students. • Check the course calendar, D2L email, and AMSC email regularly. • Read, study, and complete all assignments for each lesson by the due date.
	Student Expectations	<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"> • Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc. • Please speak with your instructor <u>in advance</u> 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. • Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly. • Read, study, and complete all assignments by the due dates. • Monitor Brightspace D2L course calendar. • Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course. • Be courteous, polite and respectful to faculty, staff and fellow students. <p>For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check <u>Brightspace D2L email</u> as well as <u>Ginger email daily</u> to stay abreast of what is going on in class.</p>
	Online Discussion Protocol	<ul style="list-style-type: none"> • The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings.

	<ul style="list-style-type: none"> • 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. • You are expected to conduct yourself in a mature, courteous, and mutually respectful manner. • Always sign your name. • Postings should be well written with proper punctuation, spelling and grammar. • Check postings for responses from others and respond in kind. • Postings should be evenly distributed throughout the week. Avoid making only weekend postings. • Encourage further discussion by building on current threads. <p>The instructor may not respond to every post but will be monitoring each discussion. A response may be made to contribute to a discussion, clarify a situation or redirect the conversation</p>
Degree Relevance and Enrollment Status	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
Abandoning a Course	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.
Academic Honesty	<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"> • 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. • 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.

	The maximum penalty the instructor may impose is a grade of “F” for the course.
Class Cancellation	<p>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 MUST 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> <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>
Class Schedule	<p>Course Requirements:</p> <ol style="list-style-type: none"> 1. Discussion Forum Postings are mandatory 2. Discussion Forum Postings are not only graded but they also count as attendance 3. No Show Policy is Strictly Enforced. If you fail to post you will be counted absent. 4. You are expected to keep up with the readings, assignments and to discuss material intelligently in class. 5. Classroom decorum is a must. Students are expected to show respect to one another and to the instructor. 6. Please work hard on class requirements; extra credits or make-up exams will NOT be assigned. Late work will not be accepted. For instance, if you miss an exam, you will receive a grade “F” for that exam. <p>Students are encouraged to watch and/or listen to reputable news sources for information and analysis of Criminal Justice and/or Corrections. Such sources include, yet not limited to, National Public Radio (NPR 90.1), CNN, BBC, and Public Broadcasting System (PBS). The major areas of concentration for this course will include, but not limited, to the following areas:</p>
Grading Scale	<p>Grade Evaluation:</p> <p>Discussion Questions-35% (350 Points)</p> <p>Written Analysis (Mid Term) - 25% (250 Points)</p> <p>Final Exam -25% (250 Points)</p> <p>Quizzes-10% (100 points)</p> <p>Extra Credit Assignment-5% (50)</p> <p>Overall Possible Percentage: -100% or 1000 Points</p>

Grade Distribution	<p>100-90 – A = Student understands and can clearly state, extend, explain, and discuss the course materials, relate the material to present-day situations, and critically examines the implications of the material verbally and written form. Student used proper in-text citations and followed all general guidelines and specific assignment requirements listed in the syllabus. Student has proper use of grammar, spelling, and proper use of the English language.</p> <p>89-80 – B = Student understands and state, expand, explain, and discuss the material in a classroom setting and written form. Student used in-text citations and followed most of the guidelines and specific assignment requirements listed in the syllabus. Student needs to improve proper use of grammar, spelling, and proper use of the English language.</p> <p>79-70 – C = Student can recall the course material by rote memory with little or no ability to apply the principals involved in the classroom setting and/or written form. Student used in-text citations, yet not properly, and followed some of the guidelines and specific assignment requirements listed in the syllabus. Student lacked proper use of grammar, spelling, and proper use of the English language.</p> <p>69-60 – D = Student shows a less than basic understanding of the basic materials and has difficulty applying the principles in a classroom setting and/or written form. Student used two (2) to three (3) in-text citations. Student did not fully follow Sample Paper Format or writing assignment guidelines and specific assignment requirements listed in the syllabus. Student lacked proper use of grammar, spelling, and proper use of the English language.</p> <p>59- below – F = Student shows no real understanding of the basic material and cannot apply the material in a classroom setting and/or written form. Student used one (1) in-text citation. Student did not follow Sample Paper Format or writing assignment guidelines and specific assignment requirements listed in the syllabus.</p> <p>0 – F = Student did not complete assignment or did not use in-text citations, thusly plagiarized the assignment.</p> <p>Textbook Chapters: (Discussion Questions Will Be Generated from The Textbook)</p> <p>Chapters: Chapter-1 Crime and Criminal Justice Chapter-2 The nature and extent of crime Chapter-3 Understanding Crime and Victimization Chapter-4 Criminal Law: Substance and Procedure Chapter-5 Public Policing and Private Security Chapter-6 The Police: Organization, Role, and Function</p>
---------------------------	--

Chapter-7 Issues in Policing
Chapter-8 Police and Rule of Law
Chapter-9 Court Structure and Personnel
Chapter-10 Pretrial and Trial Procedures
Chapter-11 Punishment and Sentencing
Chapter-12 Community Sentences: Probation, Intermediate Sanctions and Restorative Justice
Chapter-13 Corrections: History, Institutions, and Populations
Chapter-14 Prison life: Living in and Leaving Prison
Chapter-15 Juvenile Justice
Chapter-16 Crime and Justice in the new Millennium

Current Event Quizzes Assignments Will Be Due In:

Week 1
Week 3
Week 6
Week 9
Week 12
Week 14

Midterm Assignment: Directions- Midterm Due: October 9, 2025, by 11:59pm

Extra Credit Assignment Opportunity Posted at the Conclusion of the Course.

Final Assignment– Topic: The History of Early Law Enforcement – Your paper should be 4 pages in length not including the Cover or Works Cited page. You will choose a profession within law enforcement or the Criminal Justice system and complete a historical overview in the form of an APA formatted 4-page essay. Websites are not acceptable for this assignment. You must submit your written analysis within the drop box located in the folder within the course room in Desire 2 Learn. To view your Turn-It-In Percentage you will upload your paper by clicking on the Assignments tab and then click on the link noted as Final Written Analysis. Once you upload the paper a percentage will usually generate within 10 minutes. The similarity percentage must be 24% or lower for the essay to be accepted. You will be able to view similar material to your paper by clicking on the color-coded box next to the percentage. Essays with a percentage of 25% or higher will not be graded and the student will receive a grade of 0. You must follow APA guidelines or points will be deducted as well as the sample paper for formatting. Both documents may be located in the content section of the course room.

The points system for papers are as follows:

		<p>50% - Content – Did the student address the assigned topic? Were the resources used peer reviewed? DO NOT USE WIKIPEDIA! Prof. Lee golden rule: If a reference is missing information in order to properly cite the resource, then do not use it!</p> <p>25% - Grammar/Writing mechanics</p> <p>25% - APA – Please invest in the 6th Edition of the manual</p> <p>Each student’s final grade is based on points earned during the semester on examinations, quizzes and assignments, class participation, etc.</p>
	Grade Appeals and Student Complaint Policy and Process	<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: https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf</p> <p>For student complaint policy and process, refer to AMSC student catalog pages 51/52.</p>
	Frequently Asked Questions and Helpful Links	The new Brightspace Number: 18887720325
	I need:	LINK

		<table><tr><th>I need:</th><th>LINK</th></tr><tr><td>D2L/BrightSpace Student Orientation</td><td>https://www.atlm.edu/downloads/advisement/Brochure%20-%20Student%20Orientation%20to%20Desire2Learn.pdf</td></tr><tr><td>For help with password and other technical support issues</td><td>https://d2lhelp.view.usg.edu/</td></tr><tr><td>ADA Accommodations</td><td>https://www.atlm.edu/students/disability-services.aspx</td></tr><tr><td>Academic Support and Advising</td><td>https://www.atlm.edu/academics/CAAS.aspx</td></tr><tr><td>To Make a Student Complaint</td><td>https://atlm-advocate.symplicity.com/public_report/index.php/pid810499?</td></tr><tr><td>To Make a Grade Appeal</td><td>https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf</td></tr><tr><td>To Withdraw from a Course</td><td>https://www.atlm.edu/downloads/Registrars_Office_Forms/Withdrawal%20Form%202018.pdf</td></tr><tr><td>To Request a Hardship Withdrawal</td><td>https://www.atlm.edu/downloads/advisement/CAAS%20Hardship%20Withdrawal%20Application%20-%20June%202017.pdf</td></tr><tr><td>To Know the Campus Carry/HB 280 Policy</td><td>https://www.usg.edu/hb280/additional_information</td></tr></table>	I need:	LINK	D2L/BrightSpace Student Orientation	https://www.atlm.edu/downloads/advisement/Brochure%20-%20Student%20Orientation%20to%20Desire2Learn.pdf	For help with password and other technical support issues	https://d2lhelp.view.usg.edu/	ADA Accommodations	https://www.atlm.edu/students/disability-services.aspx	Academic Support and Advising	https://www.atlm.edu/academics/CAAS.aspx	To Make a Student Complaint	https://atlm-advocate.symplicity.com/public_report/index.php/pid810499?	To Make a Grade Appeal	https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf	To Withdraw from a Course	https://www.atlm.edu/downloads/Registrars_Office_Forms/Withdrawal%20Form%202018.pdf	To Request a Hardship Withdrawal	https://www.atlm.edu/downloads/advisement/CAAS%20Hardship%20Withdrawal%20Application%20-%20June%202017.pdf	To Know the Campus Carry/HB 280 Policy	https://www.usg.edu/hb280/additional_information	
I need:	LINK																						
D2L/BrightSpace Student Orientation	https://www.atlm.edu/downloads/advisement/Brochure%20-%20Student%20Orientation%20to%20Desire2Learn.pdf																						
For help with password and other technical support issues	https://d2lhelp.view.usg.edu/																						
ADA Accommodations	https://www.atlm.edu/students/disability-services.aspx																						
Academic Support and Advising	https://www.atlm.edu/academics/CAAS.aspx																						
To Make a Student Complaint	https://atlm-advocate.symplicity.com/public_report/index.php/pid810499?																						
To Make a Grade Appeal	https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf																						
To Withdraw from a Course	https://www.atlm.edu/downloads/Registrars_Office_Forms/Withdrawal%20Form%202018.pdf																						
To Request a Hardship Withdrawal	https://www.atlm.edu/downloads/advisement/CAAS%20Hardship%20Withdrawal%20Application%20-%20June%202017.pdf																						
To Know the Campus Carry/HB 280 Policy	https://www.usg.edu/hb280/additional_information																						
What is Brightspace (D2L)	Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc. The new Brightspace Number: 18887720325																						

and how can I access it?	<p>You can access Brightspace (D2L) from https://atlm.view.usg.edu/</p> <p>You can also access Brightspace (D2L) from the College's webpage and click on Brightspace (D2L) on top.</p>
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	Center for Academic Advising and Success (CAAS)
What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	<p>https://d2lhelp.view.usg.edu/ 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 Testing@atlm.edu at least 24 hours in advance requesting a testing appointment at the Testing Lab.</p> <p>For Respondus issues, please contact https://web.respondus.com/contact/.</p>
Where do I go for ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx
I have a complaint. Where do I go?	Fill out and submit the Student Complaint form
I have an issue with my grade. How may I appeal my grade?	Read the brochure and follow the instructions to appeal your grade .

How do I Withdraw from a Course	Follow the Course Withdrawal Process here
I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process here
To Know the Campus Carry/HB 280 Policy	House Bill 280 Guidelines
<i>Disclaimer</i>	<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>

***** The professor reserves the right to make adjustment to the syllabus in its entirety. *****