Syllabus:

HCA 340 Legal Aspects of Health Care Administration
Section: 02 (5414)
Days: Mondays and Wednesdays
Time: 12:30 pm – 1:45 pm
Room: HHS1 (101)

HCA 340: Gerrie Schipske, Instructor
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*The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class or by written or email notice or by changes to this syllabus posted on the course website on Beach Board.*
Focus of Course: HCA 340
Legal Aspects of Health Care Administration

HCA 340 Legal Aspects of Healthcare Administration provides an overview of health law issues that impact the business of healthcare and those who manage it. This course covers: the evolution of the US healthcare system and the laws and regulations which govern it and the basics of our legal system and how healthcare laws and regulations are formulated and enforced.

Specific issues addressed in the course include: the laws concerning the affordability, accessibility and quality of healthcare; corporate structure and accountability; patient rights and responsibilities; and healthcare information and privacy. The ethical issues of technology and end of life matters will also be discussed.

The emphasis of the course is to prepare students in understanding the current major healthcare reform legislation (Patient Protection and Affordable Care Act) and its regulations. Students will work individually and in teams to explore these issues.

The topics usually cover several class periods. Dates are not specifically assigned per topic, to permit you to guide the depth of discussion. However, exam dates are set and will encompass the material covered up to that point. These dates will not change.
REQUIRED TEXT, READINGS AND VIDEOS

The primary text for the course is *Legal Aspects of Health Care Administration, Eleventh Edition by George Pozgar, Jones and Bartlett Publishers (2011)* (hereinafter *Pozgar*). Assigned readings will not be necessarily in the order in which chapters are presented in *Pozgar*.

As part of our effort to be environmentally aware, all non-textbook readings for the class are available on Beach Board, as are all Power Points and handouts. Your grades will likewise appear on Beach Board as materials are completed. Questions for quizzes and exams will be taken from the required textbook and the secondary readings and videos as well from lecture materials.

The text can be purchased from a number of on-line and retail booksellers. Because the text is so commonly used, there are also study guides available on-line for purchase and free of charge: [https://quizlet.com/subject/legal-aspects-of-health-care/](https://quizlet.com/subject/legal-aspects-of-health-care/)
Bibliography and On-Line Research Resources

- **715 things to know about healthcare — all in one place:**

- AMD Telemedicine [www.amdtelemedicine.com](http://www.amdtelemedicine.com)
- Biohealthmatics [www.biohealthmatics.com](http://www.biohealthmatics.com)
- WebMD [www.webmd.com](http://www.webmd.com)
- Healthweb Telemedicine [www.lib.uiowa.edu](http://www.lib.uiowa.edu)
- Kaiser Health News [www.kaiserhealthnews.org](http://www.kaiserhealthnews.org)
- California Health Line [www.californiahealthline.org](http://www.californiahealthline.org)
- Robert Wood Johnson Foundation [www.rwjf.org](http://www.rwjf.org)
- American Assoc. of Health Plans [www.aahp.org](http://www.aahp.org)
- The Joint Commission [www.jointcommission.org](http://www.jointcommission.org)
- ACHE [www.ache.org](http://www.ache.org)
- AARP [www.aarp.org](http://www.aarp.org)
- AHA [www.aha.org](http://www.aha.org)
- AMA [www.ama-assn.org](http://www.ama-assn.org)
- ANA [www.ana.org](http://www.ana.org)
- WHO [www.who.int](http://www.who.int)
- CHCF (CA HealthCare Foundation) [www.chcf.org](http://www.chcf.org)
- MGMA [www.mgma.com](http://www.mgma.com)
- American Cancer Society [www.cancer.org](http://www.cancer.org)
- National Cancer Institute [www.nci.nih.gov](http://www.nci.nih.gov)
- Best Practice Network [www.best4health.org](http://www.best4health.org)
- Center for Disease Control [www.cdc.gov](http://www.cdc.gov)
- Health & Human Services [www.hhs.gov](http://www.hhs.gov)
- CA Dept. of Managed health Care [www.dmhc.ca.gov](http://www.dmhc.ca.gov)
Bibliography and On-Line Research Resources

- Journal of Science and Health Policy [www.scipolicy.net]
- National Information Center for Health Services Administration [www.nichsa.org](web links to American College of Healthcare Executives, American Hospital Association, American Health Information Management Association)
- American College of Healthcare Executives [www.ache.org]
- American Hospital Association [www.aha.org]

LEGAL RESEARCH
- American Bar Association [www.abanet.org]
- Answers to your legal q’s [www.legalscholar.com]
- Google Scholar
- Findlaw [www.findlaw.com]
- Healthcare Law Net [www.healthcarelawnet.com/]
- Law.com [www.law.com]
- Legal Information Inst. [www.law.cornell.edu/topical.html]
Bibliography and On-Line Research Resources

**Additional Readings & Resources**

**Academic Journals:**
- Harvard Business Review
- Public Administration Review
- Frontiers of Health Service Management
- Administrative Science Quarterly

**Health Care Reform and Affordable Care Act Websites**
- [https://aspe.hhs.gov/affordable-care-act-research](https://aspe.hhs.gov/affordable-care-act-research)
- [http://aca.issuelab.org/?coverage&author&funder&publisher&categories&wikitopic_categories%5B%5D=&keywords=&pubdate_start_year=1970&pubdate_start_month=01&pubdate_start_day=01&pubdate_end_year=2016&pubdate_end_month=08&pubdate_end_day=04&sort=](http://aca.issuelab.org/?coverage&author&funder&publisher&categories&wikitopic_categories%5B%5D=&keywords=&pubdate_start_year=1970&pubdate_start_month=01&pubdate_start_day=01&pubdate_end_year=2016&pubdate_end_month=08&pubdate_end_day=04&sort=)
- [http://kff.org/health-reform/](http://kff.org/health-reform/)

**Compliance and Ethics Websites**
- [https://oig.hhs.gov/compliance/101/](https://oig.hhs.gov/compliance/101/)
- [https://www.scu.edu/ethics/](https://www.scu.edu/ethics/)
E. Gerrie Schipske brings to this course an extensive history of experience in healthcare administration, employment law, government, clinical nursing and education. She has worked for several major healthcare organizations: MedPartners, Kaiser Permanente, Blue Shield of California and St. Mary Medical Center. She served as staff in the US Congress, California Assembly and city council. She has been elected and appointed to: California Medical Board; Joint Legislative Committee on Surrogate Parenting; US Attorney General’s National Advisory Council on Violence Against Women; Long Beach Community College Board of Trustees and Long Beach City Council. The White House honored Ms. Schipske in 2013 as one of seven “Champions of Change for Open Government.” She is the author of several historical books and is a contributing write for the Long Beach Business Journal.

She holds: a Juris Doctor from Pacific Coast University School of Law; a Master of Science in Legislative Affairs from George Washington University; a Bachelor of Arts in History from University of California at Irvine; an Associate of Science in Nursing from Goldenwest College.

Certified and licensed as a Registered Nurse Practitioner, Ms. Schipske is also currently a licensed attorney and a member of the California and U.S. Supreme Court bar. She has taught in Healthcare Administration Department since 2011 and previously taught several years in the departments of Public Policy and Administration, Political Science and Women’s Studies.

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Phone: 562 201 1296
Office Hours: Mon or Wed @ 11 – 12 or by appointment
Location: SSPA-006

HCA Program Coordinator:
Deby McGill, dmcgill@csulb.edu
Tel. 562-985-5692
<table>
<thead>
<tr>
<th>LEARNING OBJECTIVE</th>
<th>DOMAIN</th>
<th>COMPETENCY</th>
<th>ACTIVITY (A1), ASSIGNMENT (A2) OR ASSESSMENT (A3)</th>
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The course is designed to utilize two to three weeks to discuss each of seven modules. Readings and viewings of videos MUST be done BEFORE the start of each module so that students are able to successfully answer quiz or in-class exercise questions and fully participate in classroom and group discussion.

Module One: The Evolution of the US Healthcare System from 1900 until Present
Dates: August 22 through August 31

Topics: Syllabus, Overview of Class, Select Teams, History of Healthcare Reform in US, How a Bill Becomes a Law, How Political Deals Create Laws

Readings:
• “Working in Groups”  
  http://isites.harvard.edu/fs/html/icb.topic58474/wigintro.html  
• Healthcare TimeLine A:  http://www.pbs.org/healthcarecrisis/history.htm  
• Healthcare Time Line B:  

Videos:
• Obama’s Deal  http://video.pbs.org/video/1468710007/  
• Medicare and Medicaid at 50:  http://kff.org/medicare/video/medicare-and-medicaid-at-50/

Assignments: Read and print out for class on August 29:
• http://www-tc.pbs.org/wgbh/pages/frontline/teach/obamasdeal/1.pdf  
• http://www-tc.pbs.org/wgbh/pages/frontline/teach/obamasdeal/2.pdf
The course is designed to utilize two to three weeks to discuss each of seven modules. Readings and viewings of videos MUST be done BEFORE the start of each module so that students are able to successfully answer quiz or in-class exercise questions and fully participate in classroom and group discussion.

**Module Two: The Basics of the American Political and Legal System**  
**Dates:** No class September 5. Module: September 7 through September 21

**Topics:** The Role of the Three Branches of Government, Types of Law, How laws are implemented, The Court System, How laws are challenged, How to research Healthcare Law, How to brief a case, Civil Procedure and Trial Practice

**Readings:**
- Pozgar, Chapter 2, Chapter 6 (pages 107-124; 132-140), Chapter 27
- A Short Lesson on Court Systems, Sources of Law and Case Briefs: [http://law.sc.edu/lraw/assignment.pdf](http://law.sc.edu/lraw/assignment.pdf)
- Scan website: [http://guides.library.lls.edu/content.php?pid=602855&sid=4977112](http://guides.library.lls.edu/content.php?pid=602855&sid=4977112)

**Videos:**
- Types of courts: [https://www.youtube.com/watch?v=TufLfbCTQB0](https://www.youtube.com/watch?v=TufLfbCTQB0)
- Steps in a Civil Trial: [https://www.youtube.com/watch?v=5U0Af_JIGpw&index=28&list=PLz24RPjRXFaUaFNZAApYco-chGtNhg0Rk](https://www.youtube.com/watch?v=5U0Af_JIGpw&index=28&list=PLz24RPjRXFaUaFNZAApYco-chGtNhg0Rk)
- How to Brief a Legal Case: [https://www.youtube.com/watch?v=bhKOv0VQENY](https://www.youtube.com/watch?v=bhKOv0VQENY)

**Assignments:** None

**Assignments are Due:** NA
The course is designed to utilize two to three weeks to discuss each of seven modules. Readings and viewings of videos MUST be done BEFORE the start of each module so that students are able to successfully answer quiz or in-class exercise questions and fully participate in classroom and group discussion. Most assignments are scheduled for a due date of the FRIDAY in the week scheduled.

Module Three: The Law and Health Care Quality
Dates: September 26 through October 5

Topics: Overview of Torts and Criminal law, Elements of Negligence

Readings:
• Pozgar Chapter 3, Chapter 4, Chapter 24 The Essential Guide to Health Care Quality
• http://www.ncqa.org/Portals/0/Publications/Resource%20Library/NCQA_Premiumer_web.pdf
  • “What’s The Trouble? How Doctors Think.”

Videos: None

Assignments:
• Individual Case Brief – Select one case from list
• Midterm

Assignments are due:
• Case Brief due in Drop Box not later than Friday, September 30 by 5 pm
• Midterm to be taken Online not later than Friday, October 7 by 5 pm
Module Four: The Law and Health Care Business

Dates: October 10 through October 26

Topics: Corporate Structure, Anti-trust, Contracts, Fraud and Abuse, Medical Staff, Nursing, Allied Professionals, Ethics and Compliance, and Employee and Labor Relations

Readings:

• Pozgar Chapter 5, Chapter 4 (page 63 -65), Chapter 7, Chapter 8, Chapter 9, Chapter 10, Chapters 20-22
• Explore the Office of Inspector General (OIG) website, focusing on fraud and compliance. Check out the OIG Most Wanted Fugitives, Compliance 101 and Provider Education and peruse the latest enforcement actions posted on the OIG homepage www.oig.hhs.gov
• National Center on Ethics www.ethics.va.gov
• Markkula Center for Applied Ethics https://www.scu.edu/ethics/

Videos: None

Assignments: Download https://legacy.scu.edu/ethics/ethical-decision/ app and “A Framework for Making an Ethical Decision” https://www.scu.edu/media/ethics-center/resources/making.pdf and select an ethical dilemma you have had in school or work. Run the dilemma through the app and answer questions. Turn in type written answers.

Assignments are Due: October 24 in class
The course is designed to utilize two to three weeks to discuss each of seven modules. Readings and viewings of videos MUST be done BEFORE the start of each module so that students are able to successfully answer quiz or in-class exercise questions and fully participate in classroom and group discussion.

Module Five: The Law and Health Care Affordability and Accessibility
Dates: October 31 through November 9

Topics: Patient Protection and Affordable Care Act, Physician Shortage and Scope of Practice Issues, EMTALA

Readings:
• http://obamacarefacts.com/obamacare-2015/
  http://obamacarefacts.com/obamahealthcare-summary/
• http://www.hhs.gov/healthcare/facts/timeline/timeline-text.html
• After King vs. Burwell: http://familiesusa.org/initiatives/king-v-burwell
• Scan website: http://www.emtala.com/

Videos:
• Health Reform in US: https://www.youtube.com/watch?v=qNxEyjW3rc0&list=PLkP5seq9iv3qtfK0YMbsDew4Ymxo3VW5v
• YouToons Get Ready for ACA: https://www.youtube.com/watch?v=JZkk6ueZtU&list=PLkP5seq9iv3qtfK0YMBsDew4Ymxo3VW5v&index=2
• Obamacare for Dummies: https://www.youtube.com/watch?v=Dqabs9xysYA
• Update After 5 Years: https://www.youtube.com/watch?v=wMuXcuudvCc
• White House Update: https://www.youtube.com/watch?v=jGQFdad__OU
• How Do We Afford Healthcare: https://www.ted.com/playlists/70/what_doctors_worry_about

Assignments: Team Project/Presentation/Written Summary on Assigned Elements of ACA/PPA
Assignments Due:
• Presentations begin: Monday, November 7
• Written Summary due in class: Wednesday, November 16
Module Six: The Law and Patient Rights and Responsibilities

Dates: November 14 through November 16. FALL BREAK: November 21-27

Topics: Patient consent, HIPAA, Patient Confidentiality, Legal Reporting Requirements of Providers, Patient Safety

Readings:
- Pozgar: Chapter 11, Chapter 12, Chapter 13, Chapter 14, Chapter 25
- Annual Report to Congress on Breaches of Unsecured Protected Health Information for Calendar Years 2009 and 2010 (U.S. Department of Health and Human Services, Office of Civil Rights) at
- Breach Notification Rule, Office of Civil Rights, U.S. Department of Health & Human Services, at
- From Shared Decision Making to Patient Engagement in Health Care Processes: The Role of Digital Technologies
- Legal Reporting Requirements of Physicians in Alaska:
  - https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/StateMedicalBoard/ReportingRequirements.aspx
- Actress' Cancer Treatment Files Breached by Hospital Worker:
  - http://articles.latimes.com/2008/apr/03/local/me-farrah3

Videos:
- Medical Ethics and Informed Consent:
  - https://www.youtube.com/watch?v= uR30XzyYus
- What is Patient Safety? https://www.youtube.com/watch?v=BJP2rvBchnE
- Patient Safety Campaign: https://www.youtube.com/watch?v=O-bK1oIY3Wc
- Check out a Long Beach hospital on www.hospitalsafety.org

Assignment: HIPAA Certification
Assignment Due in Drop Box by Sunday, November 27 at 5 pm
The course is designed to utilize two to three weeks to discuss each of seven modules. Readings and viewings of videos MUST be done BEFORE the start of each module so that students are able to successfully answer quiz or in-class exercise questions and fully participate in classroom and group discussion.

Module Seven: When the Law Ends and Ethics Begins – Ethical Issues of Technology and End of Life Matters
Dates: November 28 through December 8


Readings:
• Pozgar: Chapter 16, Chapter 17 and Chapter 18
• Atul Gawande, Letting Go: What should medicine do when it can’t save your life? The New Yorker (August 2, 2010).
  http://www.newyorker.com/reporting/2010/08/02/100802fa_fact_gawande
• California Senators Introduce Death with Dignity bill:
• Why Hobby Lobby Thinks IUDs Are Like Abortions:

Videos:
• Peter Saul: Let’s Talk About Dying:
  https://www.ted.com/talks/peter_saul_let_s_talk_about_dying?language=en
• Audio podcast: Managing Conflicts with Surrogate Decision Makers in Life Sustaining Issues:
  http://www.ethics.va.gov/Podcasts/ethicsedsurrogateconflictspt1treatments.mp3
• Video: POLST: https://www.youtube.com/watch?v=8-cqZVW7M1M

Assignments: Complete an Advance Directive and bring to class on December 7
Final: date and time to be announced on Beach Board for week of December 12
Assignments

All the assignments for this course are contained on the following pages of the syllabus and Beach Board. You are responsible for completing the assignments and for submitting on time. There are NO makeup assignments without a documented medical excuse.

Check-Lists

All the assignments for this course have a corresponding list of items that must be completed before turning in the assignment. Be careful to complete all the steps listed in the assignment in order to receive maximum credit.
Assignments

All the assignments for this course are contained on the following pages of the syllabus and Beach Board. You are responsible for completing the assignments and for submitting on time. There are NO makeup assignments without a documented medical excuse.

Attendance and Participation (50 points): Your attendance and active engagement with the material in the form of discussion is vital to your grade. Your attendance will be confirmed by successful presentation in class of assigned cases from the text or reading materials or videos from the syllabus. Each will be worth 10 points each upon turning in your written summary. Lectures will include information not found in the textbook and thus for you to do well on exams you are encouraged to attend. Should you miss a class, please get notes from a classmate.

Quizzes throughout semester (7 quizzes x 10 points each= 70 points)
During each module of the course you will be given a quiz on the materials and/or lecture in that module. Because readings and video viewings are to be completed BEFORE the module begins, the quiz can be given at anytime by the instructor. There are no make up quizzes unless you have a documented medical excuse.

HIPAA Certificate (30 points) If you have previously completed the HIPAA CMS EDI Standards Web-based training course, you are not required to complete it again, but you must provide documentation (Certificate of Completion) to obtain the points for this assignment. (see more on next page)
Assignments

All the assignments for this course are contained on the following pages of the syllabus and Beach Board. You are responsible for completing the assignments and for submitting on time. There are NO makeup assignments without a documented medical excuse.

HIPAA Certificate (30 points) If you have NOT previously completed the HIPAA EDI Standards Training, follow these instructions:

2. Log into WBT Courses. You will have to set up an account. When it asks your organization, use University.
4. Complete the module.
5. Do the survey or you cannot receive a certificate.
6. When you have finished, “Save” a copy of the certificate to submit for this assignment and also “print” a copy of the certificate for your records.
7. Turn in the certificate to the DROPBOX on or before the due date.
Assignments

All the assignments for this course are contained on the following pages of the syllabus and Beach Board. You are responsible for completing the assignments and for submitting on time. There are NO makeup assignments without a documented medical excuse.

Case Brief (30 points): You will be assigned a case from one of the cases below. You will prepare a written brief in the format also outlined below. Late papers will not be accepted without a documented medical excuse.

Cases:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Case Citation</th>
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</thead>
<tbody>
<tr>
<td>2. Right to Privacy/Abortion</td>
<td>Roe v. Wade, 410 U.S. 113 (1973)</td>
</tr>
</tbody>
</table>
Assignments

Case Brief (30 points): You will be assigned a case from one of the cases on previous page. You will prepare a written brief in the format also outlined below. Late papers will not be accepted without a documented medical excuse.

Format for Case Brief:

1. Find and read case. Google Legal Scholar should have additional information on the case.

2. Watch the following video on how to brief a case:
   https://www.youtube.com/watch?v=bhKOvOVQENY

3. Read the following articles on how to brief a case:
   http://www.lawnerds.com/guide/briefing.html;

4. Write the brief in your own words and include the answers to the following in the order presented:
   a) The complete title and citation for the case.
   b) Explain which court decided this case.
   c) How did the case get to the court? Discuss the procedural history of the case.
   d) What legal issues were decided by the in this case?
   e) Discuss the facts of the case. (Who are parties? What happened?)
   f) What did the court decide? Give its holding (decision) and the reasons it gave for the decision (reasoning)?
   g) Was the decision unanimous? If not, who dissented and why did they dissent?
   h) Why is this case important for health care administrators?
   i) What do you think about the decision?
Assignments

All the assignments for this course are contained on the following pages of the syllabus and Beach Board. You are responsible for completing the assignments and for submitting on time. There are NO makeup assignments without a documented medical excuse.

Making An Ethical Decision (30 points):

1. Students will read the on line article: Framework for Ethical Decision Making https://www.scu.edu/ethics/ethics-resources/ethical-decision-making/a-framework-for-ethical-decision-making/

2. Students will then download the application from the Markkula Center for Applied Ethics : Making An Ethical Decision https://legacy.scu.edu/ethics/ethical-decision/

3. Each student will use the app to make an ethical decision on an issue facing him/her at home, school or work.

4. Each student will answer the questions outlined in “A Framework for Ethical Decision Making” https://www.scu.edu/media/ethics-center/resources/making.pdf and in the app and turn in the written answers in class.
Assignments

All the assignments for this course are contained on the following pages of the syllabus and Beach Board. You are responsible for completing the assignments and for submitting on time. There are NO makeup assignments without a documented medical excuse.

Team Project/Presentation and Written Summary on Key Elements of the Affordable Care Act/Patient Protection Act:

1. Students will form teams of no more than 5 members.
2. Teams will be assigned by instructor one of the key elements (see below) of the ACA/PPA which the teams will research and present their findings in class and in a type written summary paper.
3. The findings must include:
   a) What is the key element? Give a complete description.
   b) The section of the ACA/PPA in which the key element is found
   c) The regulations in which the key element is found
   d) How does it impact health care administrators?
   e) List at least three links that give information on this key element.
   f) The team must also include sources from which they took information and put these sources into correct APA format.

Key elements of the Affordable Care Act/Patient Protection Act:

1. Patient Bill of Rights
2. Accountable Care Organizations
3. Expanding the Primary Care Workforce
4. Community Care Transitions Program
5. Paying Physicians Based on Value Not Volume
6. Compliance and Ethics Programs
7. Individual Mandate
8. Essential Health Care Benefits Required
Mid-Term and Final

These tests will be on-line multiple choice and/or short answers to test your knowledge of the course. There are no makeup exams unless you have a documented medical excuse. Disabled students who qualify for alternative testing arrangements, please advise the instructor at least 2 weeks prior to the exam.

Grading

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<th>Assignment</th>
<th>Points</th>
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<tr>
<td>Attendance and Participation</td>
<td>50</td>
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<tr>
<td>Mid-Term (on-line)</td>
<td>60</td>
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<td>Final (on-line)</td>
<td>60</td>
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<tr>
<td>Case Brief</td>
<td>30</td>
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<td>Quizzes (7 x 10 points)</td>
<td>70</td>
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<td>HIPAA Certification</td>
<td>30</td>
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<td>Making an Ethical Decision</td>
<td>30</td>
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<td><strong>Group Project</strong></td>
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<tr>
<td>• Presentation on Key Elements of ACA/PPA</td>
<td>30</td>
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<td>• Written Summary</td>
<td>30</td>
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<td><strong>Total</strong></td>
<td>390</td>
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Classroom Rules

• Arrive to classroom on time and stay for the entire class period.
• Students who arrive late or leave early will lose one point for each occurrence from the final “Attendance” grade.
• All cell/smart phones must be turned off or on vibrate and hidden from view during class time.
• Laptop computer or tablets are allowed for (quiet) note taking only: i.e., other activities such as checking personal e-mail or browsing the internet are prohibited.
• **Students who do not wish to following the cell/smart phone and laptop/tablet rules may be asked to leave class.**
• Students are responsible for what transpired if the miss a class. It is the student’s responsibility to contact a classmate to determine what was missed. “Excused absences” are specified in the University “Excused Absences Policy Statement” (e.g., hospitalization, death of an immediate family member).
• It is the student’s responsibility to notify the instructor in advance of a need for accommodation of a disability that has been verified by the University.
• Students should address faculty as “Professor” or “Dr. “
• Students are expected to dress in neat and clean clothes. Business casual dress is recommended. Avoid overly revealing clothes.
• Students (and faculty) must adhere to University rules regarding online access and usage.
• **NOTE: Individual instructors may have additional requests regarding classroom behavior.** Please adhere to those as well.
Campus Rules

- It is the student’s responsibility to review and conform to the General Policies and Regulations found in the CSULB Catalog.

- **WITHDRAWALS/DROPS**
  The symbol "W" indicates that the student was permitted to drop a course after the second week of instruction with the approval of the instructor and appropriate campus official. It carries no connotation of quality of student performance and is not used in calculating grade point average. Students are held responsible for completion of every course in which they register OR FOR WITHDRAWING DURING THE FIRST TWO WEEKS OF CLASSES FROM COURSES WHICH THEY DO NOT INTEND TO COMPLETE. Application for withdrawal from the University or from a class must be officially filed by the student at the Admissions and Records Office whether the student has ever attended the class or not; otherwise, the student will receive a grade of "U" (unauthorized incomplete) in the course. Application for withdrawal is made at the Admissions and Records Office. A “Drop” will be submitted by the Professor for any student not in attendance at the first two classes of the course. See University policy at:
  

- **CHEATING AND PLAGIARISM**
  Please be aware of and conform your behavior to University policy regarding Cheating and Plagiarism. The current policy can be found at:
  
  [http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/2008/02/](http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/2008/02/); For additional information, see:
  
Campus Resources and Inclusion Policies

**Technology Help Desk using their online form** -

http://www.csulb.edu/divisions/aa/academic_technology/thd/contact/ or by phone at (562) 985-4959 or visit them on campus in the Academic Service (AS) building, room 120.

**Student Programs and Services, Campus Tutoring Services, Campus Writing Center**

**Disabled Students Center**: CSULB and your instructor are committed to ensuring the full participation of all students. If you have a documented disability (or think that you might have one), and as a result need reasonable accommodation to participate in this course, complete course requirements or benefits from the University’s services or programs, you must contact me or the Disabled Students Center by clicking onto the website or contact them via email at dss@csulb.edu or by phone at 985-4635.

**Office of Equity and Diversity**: CSULB and your instructor are committed to maintaining an inclusive learning community that values diversity and fosters mutual respect. All students have the right to participate fully in university programs and activities free from discrimination, harassment, sexual violence, and retaliation. Students who believe they have been subjected to discrimination, harassment, sexual violence, or retaliation on the basis of a protected status such as age, disability, gender, gender identity/expression, sexual orientation, race, color, ethnicity, religion, national origin, veteran/veteran status or any other status protected by law, should contact the Office of Equity and Diversity at (562) 985-8256, University Student Union (USU) Suite 301, http://www.csulb.edu/depts/oed.