Updated 07/18/2023

McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

ADVANCED MEDICAL CODING

HITT – 2346 – O080

DEBORAH WILLIAMS

NOTE: This is a 16-week course.
NOTE: This is an Online course.

Course Description:
Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

Prerequisites and/or Corequisites:
Prerequisites: HITT 1441 and 2335.

Course Notes and Instructor Recommendations:
- **Success in this course** requires a commitment from the student to **reading** and **following** directions, specifically **due dates.** Online courses require students to spend a great amount of time reading, studying, reviewing materials, and researching. To be successful, be prepared to dedicate at least 5-10 hours per week to this class and accommodate your schedule accordingly.
- Students are expected to adhere to the posted deadlines for completing all work weekly. The deadlines are **not** optional.
- **Cheating** – You are expected to complete your own work. Cheating on anything that will be graded is not fair to students who are honestly studying. If you are caught cheating, you and the person you are cheating with, will both receive a zero. If you are caught a second time, you will be dropped from the course and possibly from the HITT program. **It will not be tolerated.**
- Students are expected to adhere to the posted deadlines for completing all work. The deadlines are **not** optional.
- Since this is an online course, all communication will be delivered via Brightspace and student email. It is **required** that you check your student email and Brightspace on a **daily** basis. Access to your student email can be set up through this link: www.mclennan.edu/student-email/.
- If you feel that you may have a technical problem or if your computer crashes, you are **still expected** to turn your work in by the posted due date. Have an alternate location available in case this happens. One alternate location to be considered is MCC's library, which provides computers for students use.

Instructor Information:

Instructor Name: **Deborah Williams**

MCC E-mail: **dmwilliams@mclennan.edu**

Office Phone Number: **254-299-8973**

Office Location: **BTB 225**

Office/Teacher Conference Hours:
Monday: 9:00 a.m. – 12:00 p.m. (zoom)
Tuesday: 10:00 a.m. – 12:30 p.m. (zoom)
Wednesday: 9:00 a.m. – 11:00 a.m. (zoom)
Friday: 9:00 a.m. – 11:00 a.m. (on campus)

Required Text & Materials:

Title: Let's Code It! 2022-2023 Code Edition
Author: Safian
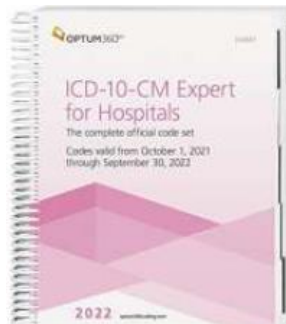Edition: 3rd
Publisher: McGraw Hill
ISBN: 9781265334628

Title: ICD-10-CM Expert for Hospitals Spiral, 2022
Author: Optum
Edition: 2022
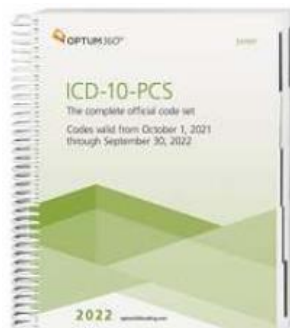Publisher: Optum
ISBN: 9781622547647

Title: ICD-10-PCS Expert Spiral, 2022
Author: Optum
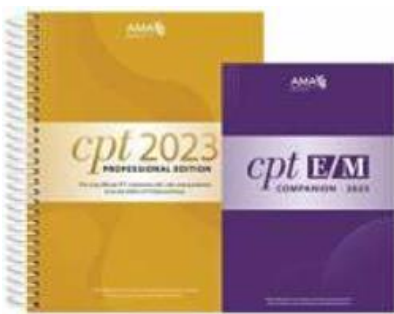Edition: 2022
Publisher: Optum
ISBN: 9781622547760

Title: 2023 AMA CPT Professional Edition and CPT E/M Companion
Author: American Medical Association
Edition: 2023
Publisher: American Medical Association
ISBN: 9781640162136

Title: Virtual Lab Student Access Code – Full Year (STD)
Author: AHIMA
Edition: NA
Publisher: AHIMA
You do NOT need to purchase the Virtual Lab Access Code. It will be provided free to you by MCC. I will provide you with the access code within the first two weeks of the semester.
1. **Microsoft Word, Microsoft Excel, and Adobe Reader.**
2. **Computer with reliable internet connectivity.**
3. **WEBCAM**

MCC Bookstore Website: **http://www.mclennan.edu/bookstore/**

Methods of Teaching and Learning:
Students will participate in discussion groups, exams, lab exercises, Virtual Lab projects, written assignments, Coding and DRG/APC assignment of medical records using encoders, and Case Studies.

Course Objectives and/or Competencies:
1. Analyze health records to assign principal/secondary diagnoses and procedures. (C01, C03, C04, F01, F02, F03)
2. Assign reimbursement methodologies. (C03, C04, C05, F01, F02)

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has approved AHIMA entry-level competency tasks for health information technicians. The objectives of this course relate specifically to those tasks listed below.

Domain IV. Revenue Cycle Management
1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines (3)
1. RM Determine diagnosis and procedure codes and groupings according to offician guidelines (5)
2. RM Evaluate revenue cycle processes (5)
Domain V. Health Law & Compliance
3. Identify the components of risk management related to health information management (3)

Course Attendance/Participation Guidelines:
If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. <u>If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.</u>

<mark>With regards to the above policy, one "Unit" equates to one "Module".</mark>

<u>Course Outline or Schedule</u>:
This schedule is tentative and subject to change. Students will be notified via Brightspace or student email of changes.

Unit 01 Due Date: 08/29/2023 Orientation; Chapters 5-6		
Overview:	Learning Objectives:	Assignments:
▪ Review the Syllabus and tentative Schedule ▪ Log into VLAB ▪ ICD-10-CM Coding of diseases of infectious diseases; neoplasms	▪ After reviewing the Syllabus, explain what is expected of you as a student in this course ▪ Successfully register in VLAB ▪ Utilize grouper software (3M CRS) to perform the coding process	**Reading** ▪ Course Syllabus; Chapters 5-6 **Watch** ▪ Orientation Video; VLAB Registration Video; Chapters 5-6 Videos **Homework** ▪ Orientation Assignment ▪ Vlab Registration Assignment ▪ Chapter 5 Homework ▪ Chapter 5 Coding Assignment ▪ Chapter 5 Case Study ▪ Chapter 6 Homework ▪ Chapter 6 Coding Assignment ▪ Chapter 6 Case Study **Quiz** ▪ **Unit 01 Quiz**
Unit 02 Due Date: 09/5/2023 VLAB Assignments; Chapters 7-9		
Overview:	Learning Objectives:	Assignments:

▪ Explain the 3M CRS encoder and its use in the coding process ▪ ICD-10-CM Coding of diseases of conditions of the blood and immunological systems; endocrine conditions; mental, behavioral, and neurological disorders	▪ Define key terms and symbols used in the coding process in 3M CRS ▪ Explain the functionality of grouper software (3M CRS) ▪ Utilize grouper software (3M CRS) to perform the coding process	**Reading** ▪ VLAB instructions; Chapters 7-9 **Watch** ▪ Intro Video; Accessing 3M Video; 3M Info Video; Using 3M Video; Chapters 7-9 Videos **Homework** ▪ VLAB – 3M Assignment ▪ VLAB – CRS References Assignment ▪ 3M – CRS Worksheet ▪ Chapter 7 Homework ▪ Chapter 7 Coding Assignment ▪ Chapter 7 Case Study ▪ Chapter 8 Homework ▪ Chapter 8 Coding Assignment ▪ Chapter 8 Case Study ▪ Chapter 9 Homework ▪ Chapter 9 Coding Assignment ▪ Chapter 9 Case Study **Quiz** ▪ **Unit 02 Quiz**
Unit 03 Due Date: 09/12/2023 VLAB; POA; Chapters 10-12		
Overview:	Learning Objectives:	Assignments:
▪ Explain the importance of Coding Clinics' and the use of their advice in the coding process ▪ Review the current guidelines of POA status indicators ▪ ICD-10-CM Coding of diseases of	▪ Assign the appropriate POA indicators to inpatient scenarios ▪ Research Coding Clinics' and assign appropriate diagnosis and procedure codes according to their advice	**Reading** ▪ VLAB; Coding Clinics; POA guidelines; Chapters 10-12 **Watch** ▪ Unit 04 Video; POA Video; Coding Clinics Video; Chapters 10-12 Videos **Homework** ▪ VLAB – Clinical Coding and Reimbursement Assignment ▪ POA Worksheet

| dysfunction of the optical and auditory systems; cardiovascular conditions; respiratory conditions | ▪ Utilize grouper software (3M CRS) to perform the coding process | ▪ Coding Clinics Assignment
▪ Chapter 10 Homework
▪ Chapter 10 Coding Assignment
▪ Chapter 10 Case Study
▪ Chapter 11 Homework
▪ Chapter 11 Coding Assignment
▪ Chapter 11 Case Study
▪ Chapter 12 Homework
▪ Chapter 12 Coding Assignment
▪ Chapter 12 Case Study
Quiz
▪ **Unit 03 Quiz** |

Unit 04   Due Date: 09/19/2023   POA; Coding Audit; Chapters 13-15; EXAM 1

Overview:	Learning Objectives:	Assignments:
▪ Review the current guidelines of POA status indicators ▪ Review medical scenarios for coding accuracy ▪ ICD-10-CM Coding of diseases of digestive system conditions; integumentary conditions; musculoskeletal conditions	▪ Evaluate clinical scenarios and assign the correct POA status indicator according to POA guidelines ▪ Audit coding scenarios to ensure compliance to official coding guidelines ▪ Utilize grouper software (3M CRS) to perform the coding process	**Reading** ▪ POA guidelines; Coding guidelines; Chapters 13-15 **Watch** ▪ 2346 POA video; Coding Audit video; Chapters 13-15 Videos **Homework** ▪ POA Assignment ▪ Coding Audit Assignment 1 ▪ Chapter 13 Homework ▪ Chapter 13 Coding Assignment ▪ Chapter 13 Case Study ▪ Chapter 14 Homework ▪ Chapter 14 Coding Assignment ▪ Chapter 14 Case Study ▪ Chapter 15 Homework ▪ Chapter 15 Coding Assignment ▪ Chapter 15 Case Study **Quiz** ▪ **Unit 04 Quiz** ==EXAM 1==

Unit 05   Due Date: 09/26/2023   POA; VLAB – MS-DRG; Chapters 16-18

Overview:	Learning Objectives:	Assignments:
▪ Review the current guidelines of POA status indicators ▪ Explain MS-DRG grouping and impact on reimbursement ▪ ICD-10-CM Coding of diseases of injury, poisoning, and external causes; OB conditions; congenital disorders; pediatric conditions; factors influencing health status	▪ Evaluate the assigned POA indicators for accuracy ▪ Recommend actions to be taken to correct the POA indicator inaccuracies ▪ Defend your recommendations by providing the applicable POA guideline(s)	**Reading** ▪ POA guidelines; VLAB; Chapters 16-18 **Watch** ▪ 2346 POA Case Study video; Chapters 16-18 Videos **Homework** ▪ POA Case Study ▪ VLAB: MS-DRG Assignment ▪ Chapter 16 Homework ▪ Chapter 16 Coding Assignment ▪ Chapter 16 Case Study ▪ Chapter 17 Homework ▪ Chapter 17 Coding Assignment ▪ Chapter 17 Case Study ▪ Chapter 18 Homework ▪ Chapter 18 Coding Assignment ▪ Chapter 18 Case Study **Quiz** ▪ **Unit 05 Quiz**

| Unit 06 Due Date: 10/3/2023 VLAB – MS-DRG; Coding Audit; POA; Chapter 33 |||

Overview:	Learning Objectives:	Assignments:
▪ Explain MS-DRG grouping and impact on reimbursement ▪ Identify CC's and MCC's regarding MS-DRG assignment ▪ ICD-10-PCS procedure coding from the Medical and Surgical Section	▪ Identify conditions, disorders, and procedures in the encounter that require diagnosis and procedure codes ▪ Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis and procedure codes to each case	**Reading** ▪ VLAB; MS-DRG; POA guidelines; ICD-10-CM and ICD-10-PCS guidelines; Chapter 33 **Watch** ▪ POA information video; MS-DRG video; Chapter 33 Video **Homework** ▪ VLAB: MS-DRG Evaluation ▪ Coding Audit Assignment 2 ▪ POA Case Study 2

	▪ Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate	▪ MS-DRG Assignment 1 ▪ Chapter 33 Body System HW ▪ Chapter 33 Root Operation HW ▪ Chapter 33 Body Part Hw ▪ Chapter 33 Homework Part 1 **Quiz** ▪ **Unit 06 Quiz**

Unit 07   Due Date: 10/10/2023   VLAB – MS-DRG; POA; Chapter 33; Midterm Review

Overview:	Learning Objectives:	Assignments:
▪ Review the current guidelines of POA status indicators ▪ Identify CC's and MCC's regarding MS-DRG assignment ▪ ICD-10-PCS procedure coding from the Medical and Surgical Section	▪ Identify conditions, disorders, and procedures in the encounter that require diagnosis and procedure codes ▪ Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis and procedure codes to each case ▪ Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate	**Reading** ▪ VLAB; MS-DRG; POA guidelines; ICD-10-CM and ICD-10-PCS guidelines; Chapter 33 **Watch** ▪ POA information part 2 video; MS-DRG part 2 video; Chapter 33 Video 2 **Homework** ▪ POA Case Study 3 ▪ MS-DRG Assignment 2 ▪ Chapter 33 Surgical Approach HW ▪ Chapter 33 Device HW ▪ Chapter 33 Homework Part 2 ▪ Chapter 33 Coding Assignment ▪ Chapter 33 Case Study ▪ Midterm Exam Review **Quiz** ▪ **Unit 07 Quiz**

Midterm Exam   Due Date: 10/17/2023   Units 01-07

Overview:	Learning Objectives:	Assignments:

▪ Covers units 01-07		▪ <mark>**MIDTERM EXAM**</mark> **– Take from home using Respondus lockdown browser & Webcam**

Unit 08 Due Date: 10/24/2023 VLAB – MS-DRG; POA;Coding Audig; Chapters 34-35		
Overview:	Learning Objectives:	Assignments:
▪ Review the current guidelines of POA status indicators ▪ Identify CC's and MCC's regarding MS-DRG assignment ▪ ICD-10-PCS procedure coding from the Obstetric section; Chiropractic section	▪ Identify conditions, disorders, and procedures in the encounter that require diagnosis and procedure codes ▪ Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis and procedure codes to each case ▪ Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate	**Reading** ▪ VLAB; MS-DRG; POA guidelines; ICD-10-CM and ICD-10-PCS guidelines; Chapters 34-35 **Watch** ▪ POA information Examples video; MS-DRG Examples video; Chapters 34-35 videos **Homework** ▪ POA Case Study 4 ▪ MS-DRG Assignment 3 ▪ Coding Audit Assignment 3 ▪ Chapter 34 Homework ▪ Chapter 34 Coding Assignment ▪ Chapter 34 Case Study ▪ Chapter 35 Homework ▪ Chapter 35 Coding Assignment ▪ Chapter 35 Case Study **Quiz** ▪ **Unit 08 Quiz**

Unit 09 Due Date: 10/31/2023 VLAB – MS-DRG; Coding Audit; MS-DRG Audit; Chapters 36-37		
Overview:	Learning Objectives:	Assignments:
▪ Explain MS-DRG grouping and impact on reimbursement	▪ Determine the correct MS-DRG assignment and reimbursement amount	**Reading** ▪ VLAB; MS-DRG; ICD-10-CM and ICD-10-PCS guidelines; Chapters 36-37

▪ Audit for MS-DRG accuracy ▪ ICD-10-PCS procedure coding from the Imaging, Nuclear Med, and Radiation Therapy sections; Physical Rehab and Diagnostic Audiology sections; New Technology section	▪ Estimate the coding errors' impact on total reimbursement ▪ Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis and procedure codes to each case ▪ Utilize the 3M encoder to compute the MS-DRG assignment and reimbursement estimate	**Watch** ▪ MS-DRG Examples video; MS-DRG Audit examples video; Chapters 36-37 videos **Homework** ▪ MS-DRG Assignment 4 ▪ Coding Audit Assignment 4 ▪ MS-DRG Audit Case Study 1 ▪ Chapter 36 Homework ▪ Chapter 36 Coding Assignment ▪ Chapter 36 Case Study ▪ Chapter 37 Homework ▪ Chapter 37 Coding Assignment ▪ Chapter 37 Case Study **Quiz** ▪ **Unit 09 Quiz**

Unit 10   Due Date: 11/7/2023   VLAB – MS-DRG; MS-DRG Audit; Chapter 39; EXAM 2

Overview:	Learning Objectives:	Assignments:
▪ Explain MS-DRG grouping and impact on reimbursement ▪ Audit for MS-DRG accuracy ▪ Review reimbursement guidelines and procedures	▪ Determine the correct MS-DRG assignment and reimbursement amount ▪ Estimate the coding errors' impact on total reimbursement ▪ Demonstrate knowledge of official coding guidelines by assigning the correct diagnosis and procedure codes to each case ▪ Utilize the 3M encoder to compute the MS-DRG assignment and	**Reading** ▪ VLAB; MS-DRG; ICD-10-CM and ICD-10-PCS guidelines; Chapter 39 **Watch** ▪ MS-DRG Examples video; MS-DRG Audit examples video; Chapter 39 video **Homework** ▪ MS-DRG Assignment 5 ▪ MS-DRG Audit Case Study 2 ▪ Chapter 39 Homework **Quiz** ▪ **Unit 10 Quiz** **EXAM 2**

		reimbursement estimate	

Unit 11	Due Date: 11/14/2023		MS-DRG Audit; VLAB; Chapters 22-23

Overview:	Learning Objectives:	Assignments:
▪ Audit for MS-DRG accuracy ▪ CPT procedure coding of CPT and HCPCS Level II modifiers; Evaluation and Management Coding	▪ Determine the correct MS-DRG assignment and reimbursement amount ▪ Apply CPT/HCPCS Coding guidelines to accurately code outpatient scenarios ▪ Utilize grouper software (3M CRS) to perform the coding process	**Reading** ▪ VLAB; ICD-10-CM and CPT coding guidelines; Chapters 22-23 **Watch** ▪ 3M CPT coding video; DRG audit examples video; Chapters 22-23 videos **Homework** ▪ MS-DRG Audit Case Study 3 ▪ VLAB – Coding with CPT and HCPCS Assignment ▪ Chapter 22 Homework ▪ Chapter 22 Coding Assignment ▪ Chapter 22 Case Study ▪ Chapter 23 Homework ▪ Chapter 23 Coding Assignment ▪ Chapter 23 Case Study **Quiz** ▪ **Unit 11 Quiz**

Unit 12	Due Date: 11/21/2023		CPT Assistants; Chapters 24-25

Overview:	Learning Objectives:	Assignments:
▪ Explain the importance of CPT Assistant articles and the use of their advice in the coding process ▪ CPT procedure coding from the	▪ Research CPT Assistant articles and assign appropriate diagnosis and procedure codes according to their advice	**Reading** ▪ CPT Assistant articles; ICD-10-CM and CPT coding guidelines; Chapters 24-25 **Watch** ▪ CPT Assistant video; Chapters 24-25 videos **Homework**

Anesthesia section; Surgery section	▪ Apply CPT/HCPCS Coding guidelines to accurately code outpatient scenarios ▪ Utilize grouper software (3M CRS) to perform the coding process	▪ CPT Assistants Assignment ▪ Chapter 24 Homework ▪ Chapter 24 Coding Assignment ▪ Chapter 24 Case Study ▪ Chapter 25 Homework ▪ Chapter 25 Coding Assignment ▪ Chapter 25 Case Study **Quiz** ▪ **Unit 12 Quiz**

Unit 13 Due Date: 11/28/2023 CPT Assistants; Chapters 26-27; EXAM 3		
Overview:	Learning Objectives:	Assignments:
▪ Distinguish the different types of imaging ▪ Recognize key factors involved in pathology testing ▪ CPT procedure coding from the Radiology section; Patho & Lab section	▪ Apply CPT/HCPCS Coding guidelines to accurately code outpatient scenarios ▪ Utilize grouper software (3M CRS) to perform the coding process	**Reading** ▪ ICD-10-CM and CPT coding guidelines; Chapters 26-27 **Watch** ▪ Chapters 26-27 videos **Homework** ▪ CPT Assistant Assignment 2 ▪ Chapter 26 Homework ▪ Chapter 26 Coding Assignment ▪ Chapter 26 Case Study ▪ Chapter 27 Homework ▪ Chapter 27 Coding Assignment ▪ Chapter 27 Case Study **Quiz** ▪ **Unit 13 Quiz** <mark>EXAM 3</mark>

Final Exam Review Due Date: 12/5/2023 Units 08-13		
Overview:	Learning Objectives:	Assignments:
▪ ICD-10-CM diagnosis coding of conditions and disorders according to outpatient and	▪ Identify the conditions and procedures in the diagnostic statement that require code assignment	**Final Exam Review**

- inpatient coding guidelines - CPT procedure coding of treatments for conditions and disorders treated in an outpatient setting - ICD-10-PCS procedure coding of treatments for conditions and disorders treated in an inpatient setting	- Utilize the ICD-10-CM, CPT, and ICD-10-PCS coding manuals to research chapter-specific coding guidelines - Accurately assign ICD-10-CM diagnosis codes for conditions and diseases according to the current guidelines - Accurately assign CPT and ICD-10-PCS procedure codes according to current guidelines	

FINAL EXAM   Due Date: 12/5/2023   Units 08-13

Overview:	Learning Objectives:	Assignments:
- ICD-10-CM diagnosis coding of conditions and disorders according to outpatient and inpatient coding guidelines - CPT procedure coding of treatments for conditions and disorders treated in an outpatient setting - ICD-10-PCS procedure coding of treatments for conditions and	- Identify the conditions and procedures in the diagnostic statement that require code assignment - Utilize the ICD-10-CM, CPT, and ICD-10-PCS coding manuals to research chapter-specific coding guidelines - Accurately assign ICD-10-CM diagnosis codes for conditions and diseases according to the current guidelines	**FINAL EXAM – take from home using Respondus lockdown browser & Webcam**

disorders treated in an inpatient setting	▪ Accurately assign CPT and ICD-10-PCS procedure codes according to current guidelines	

Course Grading Information:

Grades for this course will be weighted. To determine your grade at any point in the semester, calculate the average and multiply by the percentage for each category. **Passing grade for this course is 75 or higher.**

Homework is averaged and multiplied by 20%
Quizzes/Case Studies are averaged and multiplied by 20%
Exams are averaged and multiplied by 20%
Midterm Exam is multiplied by 20%
Final exam is multiplied by 20%

Category	Percent toward final grade	Grade range	
Homework	20%	A	90-100%
Quizzes/Case Studies	20%	B	80-89%
Exams	20%	C	75-79%
Midterm Exam	20%	D	60-74%
Final Exam	20%	F	0-59%

Late Work and Make Up Work Policies:
Unit Work:

Students are encouraged to **complete and submit work early in the week**. You have the ability to check your submitted work via Brightspace. If you see an error in the submission, you have another chance to resubmit the assignment correctly at any point before the due date.

Based on the nature of this course, you will easily fall behind by submitting work late. Weekly coursework builds on each other as you progress through the course. You must complete weekly

work accurately and on time to be able to move on to the next section. During the semester, you will be given ==ONE== occasion to submit work late (excluding Exams, Midterm, or Final Exam) ==regardless of the circumstance==, without receiving a grade deduction. ==After this ONE opportunity is used==, any work incorrectly submitted or submitted past the due date will ==**receive an automatic zero**==.

Weekly work will be graded within 7 days of the due date. Feedback will be provided in the feedback area and/or through the D2L|Brightspace gradebook. You are ==**required**== to **review the instructor's feedback on all work** – even if you are satisfied with the assigned grade.

Exams:

==**There will NOT be a make-up for any exams.**== There will be a total of **3 exams.** The exams are timed and will be administered through **Respondus Lockdown browser, but no webcam.** Students are encouraged to complete all work prior to taking the exam, as this will better prepare you. Students will receive a score for exams almost immediately and/or within 48 hours after the due date. Due dates are given on Brightspace.

Midterm and Final Exam:

==**There will NOT be a make-up for the Midterm Exam nor the Final Exam.**== I will **not reset** the Midterm Exam nor the Final Exam. All students will take the Midterm Exam and Final Exam from home through **Respondus Lockdown browser AND webcam.**

Student Behavioral Expectations or Conduct Policy:
Students are expected to use appropriate language and display respect for fellow students and instructor regardless of the method of communication: face to face, email, discussion board, or over the phone. Students are expected to be respectful toward the instructor and fellow students. Belligerent behavior used in any form of communication will result in immediate dismissal of the student from the course and will result in counseling with the instructor and the student's program director.

Students are expected to send emails with appropriate information such as student name, course title and number, reason for the email using clear English language (no text language) and all emails should be free of typos, grammatical, spelling, and other errors. Any inappropriate behavior or language may result in the student being dropped from the course immediately.

Instructor Feedback:

Students will receive responses via email within 48 hours. Unless the email is sent after 4:00 p.m. on Friday. Students are encouraged to complete work and contact the instructor with questions regarding the class, assignments, etc. early in the week as there will be no responses after the time noted above until Monday morning after 8:00 a.m.

Emails:

Emails should be sent using your student email. Always identify yourself and the course you are enrolled in, the reason for your email, and use clear English language. At times the instructor may have an extenuating circumstance or may be prohibited from responding (according to the above information) due to conference attendance or other required activities.

Technical Support:

Students who need technical support should contact MCC's Information Systems and Support at 254-299-8077. You can access the link by going to the External Links tab, MCC's Information Systems and Support.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

MCLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122   Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and](#) [iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.