BUSN 2375-Healthcare Coding
COURSE SYLLABUS
Online
Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/3750
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 15 weeks
Course Reference Number (CRN): 40030
Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tina Jernigan
Office Location: 807, Gillis Building
Office Hours: 2:00-4:30 p.m. Monday-Thursday or via appointment
Email Address: Tina Jernigan (tjernigan@southeasterntech.edu)
Phone: (912) 538-3123
Fax Number: (912) 538-3106

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Student Handbook (http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT
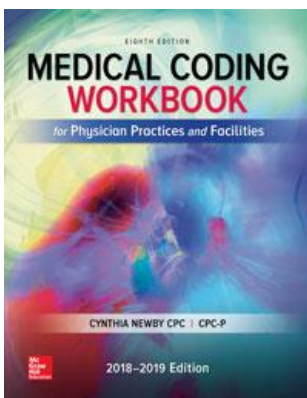
Medical Coding Workbook for Physician Practices and Facilities, 3rd edition (2018-2019 edition), Newby, Cynthia. McGraw-Hill. ISBN: 978-1-259-63002-6.

REQUIRED SUPPLIES & SOFTWARE

For the online class, there are no specific supplies required. Students will use Microsoft Word and Select Coder for this class. Note: Although students can use their smart phones and tablets to access their online course(s),

exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION

Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include current procedural terminology, international classification of diseases, codebook formats, coding techniques, formats of the ICD and CPT manuals, and collections.

MAJOR COURSE COMPETENCIES

Format of ICD Manual, Guidelines and Conventions, CPT Manual Coding Guidelines, Current Procedural Technology, and Coding.

PREREQUISITE(S)

BUSN 1015, ALHS 1090, ALHS 1011

COURSE OUTLINE

1. Format of ICD Manual
2. Guidelines and Conventions
3. CPT Manual Coding Guidelines
4. Current Procedural Technology
5. Coding

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are required to complete assignments from the book using Select Coder to look up the codes for the assignments. Any assignments not submitted or completed will be assigned a grade of zero. Late work is not accepted.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Tuesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65 percent point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

After the 65 percent portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of "W", will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another Southeastern Technical College employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval

Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an "F" (Failing 0-59) in the course.**

As published on Southeastern Technical College's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other Technical College System of Georgia (TCSG) colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus: Monday, April 9, 1-2 p.m. Building 2, Room 2122 OR Vidalia Campus: Tuesday, April 10, 1-2 p.m. Gillis Building, Lab 809.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Failure to complete assignments and/or tests will result in a grade of zero. **No makeup exams are allowed.** If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**
   Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. **Second Offense**
   Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. **Third Offense**
   Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify

the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the Southeastern Technical College Website (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Assignments	60%
Discussion Boards	10%
Proctored Exam	20%
Final Exam	10%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

BUSN 2375-Healthcare Coding
Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday January 8		First Day of the Semester! **Note: Go ahead and subscribe to Select Coder, as you will begin using it this week. The information is at the beginning of your BUSN 2375 textbook. This is your coding manuals just in online version. THIS IS REQUIRED!** **On average, there may be 50-70 codes to look up each week. Therefore, it is very important to stay on task with your work each week to successfully complete this class!**	**Required Orientation Assignments:** **-Click the Getting Started link on the course menu in the Blackboard course and complete the Getting Started items including the Pledge Quiz and Student Introduction.** **-Make contact with instructor via email to reserve spot and intent on completing the class.**	
Week 1 January 9-16	Chapter 4 and 5	Diagnostic Coding: ICD-10-CM Procedural Coding: CPT and HCPCS (from Medical Insurance book) **HOLIDAY-MONDAY, JANUARY 15**	Read Chapter 4 Graded: Case 4.1 Page 137 Graded: Case 5.1 Pages 189-190 Grades: Case 5.2 Page 190 Graded: Case 5.3 Page 191 Graded: Case 5.5 Pages 191-192 Graded: Discussion Board 1 **Chapter 4 and 5 assignments and DB1 due Tuesday, January 16, midnight.**	1-5 c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 January 17-23	Part 1	ICD-10-CM Factors Influencing Health Status and Contact with Health Services External Causes of Morbidity Certain Infectious and Parasitic Diseases **60 Codes this week!**	Read Pages 2-24 Graded: Medical Term Review Pages 25-26 1-40 Graded: Chapter 21 Codes Z00-Z99 Pages 27-28 1-20 Graded: Chapter 20 Codes V00-Y99 Pages 29-30 1-20 Graded: Chapter 1 Codes A00-B99 Pages 31-32 1-20 Graded: Discussion Board 2 **Week 2 assignments and DB2 are due Tuesday, January 23, midnight.**	1,2,5 c
Week 3 January 24-30	Part 1	ICD-10-CM Neoplasms Diseases of the Blood and Blood-Forming Organs and Certain Disorders Involving the Immune Mechanism Endocrine, Nutritional and Metabolic Diseases **55 Codes this week!**	Graded: Chapter 2 Codes C00-D49 Pages 33-34 1-20 Graded: Chapter 3 Codes D50-D89 Pages 35-36 1-20 Graded: Chapter 4 Codes E00-E89 Pages 37-39 1-10 and 21-25 Graded: Discussion Board 3 **Week 3 assignments and DB3 due Tuesday, January 30, midnight.**	1,2,5 c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 January 31-February 6	Part 1	ICD-10-CM Mental, Behavioral and Neurodevelopmental Disorders Diseases of the Nervous System, Diseases of the Eye and Adnexa, and Diseases of the Ear and Mastoid Process Diseases of the Circulatory System **70 Codes this week!**	Graded: Chapter 5 Codes F01-F99 Pages 41-42 1-20 Graded: Chapter 6, 7, and 8 Codes Pages 43-44 1-10 and 21-25 Graded: Chapter 9 Codes I00-I99 Pages 45-46 1-20 and 26-40 Graded: Discussion Board 4 **Week 4 assignments and DB4 due Tuesday, February 6, midnight**	1,2,5 c
Week 5 February 7-13	Part 1	ICD-10-CM Diseases of the Respiratory System Diseases of the Digestive System Diseases of the Skin and Subcutaneous Tissue **55 Codes this week!**	Graded: Chapter 10 Codes J00-J99 Pages 49-50 1-20 Graded: Chapter 11 Codes K00-K95 Pages 51-52 1-20 Graded: Chapter 12 Codes L00-L99 Pages 53-54 1-15 Graded: Discussion Board 5 **Week 5 assignments and DB5 due Tuesday, February 13, midnight.**	1,2,5 c
Week 6 February 14-20	Part 1	ICD-10-CM Diseases of the Musculoskeletal System and Connective Tissue Diseases of the Genitourinary System Pregnancy, Childbirth, and the Puerperium **60 Codes this week!**	Graded: Chapter 13 Codes M00-M99 Pages 55-56 1-20 Graded: Chapter 14 Codes N00-N99 Pages 57-58 1-20 Graded: Chapter 15 Codes O00-O9A Pages 59-60 1-20 **Week 6 assignments due Tuesday, February 20, midnight.**	1,2,5 c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 February 21-27	Part 1	ICD-10-CM Certain Conditions Originating in the Perinatal Period Congenital Malformations, Deformations and Chromosomal Abnormalities Symptoms, Signs and Abnormal Clinical and Laboratory Findings, Not Elsewhere Classified Injury, Poisoning and Certain Other Consequences of External Causes **Note Extra Busy Week Here-90 codes this week!**	Graded: Chapter 16 Codes P00-P96 Pages 61-62 1-20 Graded: Chapter 17 Codes Q00-Q99 Pages 63-64 1-20 Graded: Chapter 18 Codes R00-R99 Pages 65-66 1-20 Graded: Chapter 19 Codes S00-T88 Pages 67-71 1-25, 41-45 **Week 7 assignments due Tuesday, February 27, midnight.**	1,2,5 c
Week 8 February 28-March 6	Part 2	CPT and HCPCS Modifiers E/M Codes Anesthesia **50 Codes this week!**	Read Pages 80-82 Graded: Modifiers Pages 83-84 1-20 Graded: E/M Codes 99201-99499 Pages 85-90 1-15 Graded: Anesthesia Codes 00100-01999 Pages 91-92 1-15 **Week 8 assignments due Tuesday, March 6, midnight.**	3,4,5 c
Week 9 March 7-13	Part 2	CPT and HCPCS Surgery Section General; Integumentary System Musculoskeletal System Respiratory System **45 Codes this week!**	Graded: Integumentary System Codes 10021-19499 Pages 95-96 1-15 Graded: Musculoskeletal System Codes 20005-29999 Pages 97-99 1-20 Graded: Respiratory System Codes 30000-32999 Pages 101-102 1-10 **Week 9 assignments due Tuesday, March 13, midnight.**	3,4,5 c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 10 March 14-20	Part 2	CPT and HCPCS Cardiovascular System Hemic and Lymphatic Systems Digestive System **70 Codes this week!**	Graded: Cardiovascular System Codes 33010-37799 Pages 103-105 1-30 Graded: H&L Systems Codes 38100-39599 Pages 107-108 1-20 Graded: Digestive System Codes 40490-49999 Pages 109-110 1-20 **Week 10 assignments due Tuesday, March 20, midnight.**	3,4,5 c
Week 11 March 21-29	Part 2	CPT and HCPCS Urinary System Male Genital System Female Genital System **75 codes this week!** **Note shift in due dates**	Graded: Urinary System Codes 50010-53899 Pages 111-112 1-25 Graded: Male Genital System Codes 54000-55980 Pages 113-114 1-25 Graded: Female Genital System Codes 56405-59899 Pages 115-116 1-25 **Week 11 assignments due Thursday, March 29, midnight.**	3,4,5 c
April 2-5		**SPRING BREAK-NO CLASSES**		
Week 12 April 9-12	Proctored Exam	**Proctored Exam Dates: Swainsboro Campus: Monday, April 9, 1-2 p.m. Building 2, Room 2122 OR Vidalia Campus: Tuesday, April 10, 1-2 p.m. Gillis Building, Lab 809**	**Proctored Exam**	5 c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13 April 16-19	Part 2	CPT and HCPCS Eye and Ocular Adnexa; Auditory System Radiology Section Pathology and Laboratory Section **60 codes this week!**	Graded: Eye and Ocular Codes 65091-69990 Pages 119-120 1-20 Graded: Radiology Codes 70010-79999 Pages 121-122 1-20 Graded: Path/Lab Codes 80047-89398 Pages 123-124 1-20 **Week 13 assignments due Thursday, April 19, midnight.**	3,4,5 c
Week 14 April 23-26	HCPCS	HCPCS Level II National Codes and Modifiers **25 codes this week!**	Graded: HCPCS Codes Pages 135-136 1-25 **Week 14 assignment due Thursday, April 26, midnight.**	5 c
Week 15 April 30-May 1	Final	**You will need Select Coder to look up the codes for the final.**	**Final Exam Due by Tuesday, May 1, midnight.**	
Tuesday May 1		**SPRING SEMESTER ENDS**		

BUSN 2375 COMPETENCY AREAS
1. Format of ICD Manual
2. Guidelines and Conventions
3. CPT Manual Coding Guidelines
4. Current Procedural Technology
5. Coding

GENERAL CORE EDUCATIONAL COMPETENCIES
a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.

ADDITIONAL CLASS INFORMATION: (Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.)

- **ASSIGNMENTS:** Students have two choices on how they want to submit work for this class. The first one is key the questions/answers in Microsoft Word, save the file, and upload the assignment(s) to the blackboard course via the assignment links. The second choice is students may write their answers on the pages in the textbook, scan and save the file, and then upload the assignment via the assignment links. It is the student's responsibility to make sure all assignments are completed and submitted by the due dates.

Always key your name and assignment number on all your word documents before submitting them for grading. (Example: Tina Jernigan, Chapter 1, Page 1). **Ten Points will be deducted automatically for failure to key name on assignments.

It is very important that students stay on task in this class. There will be on average 50-70 codes to look up in any given week. Students will use Select Coder to look up codes for the assignments.

- **DISCUSSION BOARDS**: Students will complete five (5) discussion board assignments (see lesson plan above for assigned weeks) that will count as part of the final course grade. These discussions will be graded from discussion board area by instructor. The Discussion Board assignments are located under the Discussion Board link on the course menu. See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.

- **TESTS AND PROCTORED EXAM:** Students will take a proctored exam during week 12 and a final exam at the end of the semester. No weekly tests assigned in this class.

- **EMAILS:** Make sure that you always key your name and class in the subject line of every email you send me. For example: BUSN2375/Tina Jernigan

- **CHECKING GRADES:** A grade book is made available in the Blackboard course on the Home page on the menu labeled "My Grade". This grade book is for students to review and is continuously updated throughout the semester. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

GRADING SCALE INFORMATION

- Point deductions for assignments will vary depending on the number of questions per assignment. Weekly assignments will be averaged together to arrive at the grade. Any assignments not submitted will be assigned grades of zero. Late work is not accepted for class.

- Students will have a final exam in this class taken in Blackboard at the end of the semester. Counts 10 percent of the final grade.

- Five discussion boards will be completed this semester. These count 10 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.

REVISED SPRING SEMESTER 2018
INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.

BUSN 2375 DISCUSSION BOARD GRADING RUBRIC

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.