

# Summer 2025 Syllabus

## Business Finance

### BFN 3035-M1-W: Face-to-Face

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#### Course Information

- **Course Dates:** 5/12/2025 - 8/31/2025
- **Location:** Southwestern College
- **Room/Time:** BT-215, Wednesday, 6:00 pm to 8:45 pm
- **Required Textbooks (e-Book):** Principles of Managerial Finance, 16th edition Published by Pearson 2022 Chad J. Zutter, Scott Smart. ISBN-13: 9780136945789
- **Pearson Course ID:** **lafond49239**
- **Credit Hours:** 3 Credit Hours
- **Drop Date:** 1/26/2025: Last day to drop
- **Attendance Requirement:** Any four (4) class absences during this course will result in the student being dropped from the course. Students are allowed up to three (3) provided they have prior authorization from the instructor and a valid reason (sickness....).
- **Course Requirements:** Pearson Mylab Access with eBook
- **Course Tools:** Financial Calculator and/or Microsoft Excel, Internet device (computer)
- **Time Zone:** All assignments open at 1:00 am and close at 11:59 pm in Pacific time. Please make sure that you coordinate the time if you are in a different time zone. Again, do not wait till the last minute to get the assignments completed.

#### Instructor Contact Information

- **Professor:** Dr. Marc Lafond: PhD: Business Admin/Finance Management, MBA: Majors: Finance & Accounting
- **Email:** Canvas Inbox (preferred method of contact) or [mlafond@pointloma.edu](mailto:mlafond@pointloma.edu)
- **Office Hours:** I conduct ZOOM appointments. Email me at [mlafond@pointloma.edu](mailto:mlafond@pointloma.edu) to make an office hour appointment though zoom.

## PLNU Mission Statement

### To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

## Fermanian School of Business Mission Statement

### Character – Professionalism – Excellence – Relationships – Commitment - Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

## Course/Catalog Description

This course provides an introduction to the principles that guide the financial management of a business enterprise, with emphasis on decision-making and value creation. Topics include financial analysis, time value of money, risk and return, security valuation, capital budgeting, cost of capital, forecasting and dividend policy.

## Course Learning Objectives

This course will be problem and case-study intensive and upon successful completion of this course, you, the student, should be able to:

- Exhibit an understanding of finance terminology (PLO 1, C1).
- Exhibit an understanding of finance principles and theories, including: financial analysis, the time value of money, risk and return, securities, capital budgeting, cost of capital, leverage, dividend policy and forecasting (PLO 1, C1).
- Calculate and analyze a firm's financial performance, security valuation and returns, financial forecast and impact of leverage (PLO 2, C2).
- Evaluate a firm's opportunities using capital budgeting analysis, including preparing cash flows, calculating cost of capital and applying various finance tools (PLO 2, C2).
- Formulate financial decisions based upon ethical values (PLO 4).
- Collaborate effectively in teams to solve complex finance problems (PLO 5).

## Instructor Communication (RSI): Email / Zoom /Feedback

I am looking forward to working closely with you this semester. I am here to answer questions, offer feedback, discuss a course concept, or just listen. I can also direct you to resources to help you meet challenges you face outside of course. So, you can expect me to play an active role in our course. Personal communication between the instructor and students will take place after class, within Canvas discussions, office hours, PLNU email, announcements, and assignment feedback. I will regularly check emails Monday–Sunday and respond within 12 hours. So, the best way to contact me is through PLNU email for the fastest response. **Do not** email me through Pearson Mylab for assistance with assignment issues because I do not receive these emails. When emailing the instructor (PLNU email) use this format in the subject space: **Last name, first name, course name, place of course, and issue/problem. Example: Smith, Susan, Accounting, Mission Valley Campus, Chapter 5-#3 Exercise.**

I will post announcements every week, join students in course discussions to help you understand course concepts while providing detailed feedback on assignments within one week upon submission. Zoom meetings with the instructor can be arranged by the student at any time during and outside of office hours. Students just need to email me to set up a time to meet. Please let me know when you need help—that's why I'm here!

## Required Course Material

- Principles of Managerial Finance, 16th edition Published by Pearson 2022 Chad J. Zutter, Scott Smart. ISBN-13: 9780136945789
- Access to Pearson Mylab
- Financial Calculator and/or Microsoft Excel

## Pearson Registration

Welcome to MyFinanceLab! Your instructor has set up a MyFinanceLab.com course for you. You need an access code to register for Pearson Lab.

**To join your instructor's course in Pearson; please complete the following steps:**

Register for this course by going to this website: <http://www.myfinancelab.com>

- **Pearson course ID: lafond49239**

Put in your purchased access code when prompted in Pearson Registration

If there is a problem call Pearson: **888-762-7032**

For assistance, please visit <http://www.myfinancelab.com/support>

Please review the entire Pearson Lab website to get familiar with the features offered.

## Pearson: Registration / Support

All students can register for Pearson immediately without making a payment because they offer a free trial period for 14 days. The trial period allows the students to read the e-text and work on their assignments for the first few weeks of class. However, students that do not make payment to Pearson after the trial period has ended will lose critical course time.

When having trouble with PEARSON go to <https://support.pearson.com/getsupport>. I do not have the answers when it comes to their software program and cannot fix problems that arise. However, there are no excuses for not contacting PEARSON when encountering an issue with accessing the online assessments. Remember, Pearson does have maintenance issues and upgrades on occasion, which closes the site down temporarily.

## Canvas Support

If students encounter technical problems with **Canvas**, they must call the **Canvas Help Line (844-612-7421)**. The support is available 24/7 to give assistance. Familiarize yourself with the Canvas website. Access your course directly by typing the following URL: <https://PLNU.instructure.com> and using your seven-digit student ID number than your Canvas Username and your birth date (mm/dd/yyyy) as the Password. Go through the Canvas Tutorials. If any student has questions concerning the course, they should contact the instructor ASAP.

## **Course Structure/ Approach/ Deadlines**

Student learning and course engagement will focus on lecture, e-textbook reading, lecture, in-course exercises, company analysis, Pearson Mylab assignments. This is a structured course where homework and tests are open book. So, it is the student's responsibility to meet the scheduled due dates as indicated in the course schedule. A missed deadline without a plausible reason (military duty, surgery, or other emergencies) will amount to a zero score. If you need an extension, obtain the instructor's approval prior to the deadline of an assignment. It is the student's responsibility to keep track of their grades and progress in Canvas. Students who have questions about their grades should email the instructor right away. The instructor has posted office hours in Canvas and on the course syllabus.

Note that the schedule and assignments are subject to change at the discretion of the instructor and the college. I will announce changes in course and through PLNU email or Canvas early enough to provide adequate time to complete assignments. It is your responsibility to maintain your schedule. I will not consider an absence an excuse for not keeping your schedule updated. Please check your PLNU email and Canvas announcements daily. Please review the Canvas navigational tabs and modules for more detail regarding course schedule, assignments and due dates.

## **Attendance / Participation /Withdrawal**

Course attendance is mandatory. During course periods, students are required to take an active part in the ongoing discussion within lecture and problem solving.

During the semester, attendance will be tabulated each course period in a few different ways. By a student's interaction with Canvas topic discussions, actively involved in weekly group meetings, evidence of completing required course activities such as submitting homework assignments, and taking tests by the due dates. Students will be dropped from the course, if there is evidence of a failure in being actively engaged the required assessments. At that point, I will not allow students to reenter the course. Students who do not complete any two weeks of required assignments will be automatically dropped, no exceptions. If you decide to drop the course on your own, you will need to do so officially through Admissions and then notify me, your instructor. If a student does not withdraw from the course and fails to complete the requirements of the course, they probably will receive a failing grade.

## **Weekly Assignments**

Refer to the assessment and grading point scale (below), the weekly course schedule (below), and the modules tab in Canvas for assignments and due dates. Chapter assignments will only be open for one week. It is advised that students sufficiently review the chapter material (e-texts, PowerPoints and videos) to obtain optimal assignment and test scores. Learn time management skills by putting time aside to get your work completed promptly. Once closed the assignments will not be reopened. Additionally, there is not an option to stop and start the tests. Once a test is open, it must be completed.

## Assignment Test Makeup

All tests are finalized on the due date. Once closed, they will not be open for any reason. Therefore, students cannot make up any test that are past due. However, homework make-up assignments are at the discretion of the instructor. All makeup assignment requests to the instructor must be made through PLNU email. Upon approval of an extension, past due homework assignments will only be open on the Monday one week before finals week commences.

## Assessments

The evaluation of student performance will be conducted by several assessments. The means of assessments consist of Twelve (12) Pearson Lab homework assignments, Twelve (12) Pearson Lab Test #1, Twelve (12) Pearson Lab Test #2, and Four (4) Quarterly Tests. The learning outcomes will be achieved if the student passes the course requirements with a grade of C or higher based on the grading scale below. It is not possible to go faster than the course time schedule for the homework and tests.

## Assessments & Grading Point Scale

| Grading Point Scale  |        |          |              |
|----------------------|--------|----------|--------------|
|                      | Points | Quantity | Total Points |
| Pearson Lab Homework | 25     | 12       | 300          |
| Pearson Lab Test 1   | 15     | 12       | 180          |
| Pearson Lab Test 2   | 25     | 12       | 300          |
| Quarterly Test       | 110    | 2        | 220          |
| TOTAL                |        |          | 1000         |

## Letter Grade Scale

| Points             | Grade |
|--------------------|-------|
| 931 - 1,000 points | A     |
| 900 - 930 points   | A-    |
| 870 - 899 points   | B+    |
| 830 - 869 points   | B     |
| 800 - 829 points   | B-    |
| 770 - 799 points   | C+    |
| 730 - 769 points   | C     |
| 700 - 729 points   | C-    |
| 670 - 699 points   | D+    |
| 630 - 669 points   | D     |
| 600 - 629 points   | D-    |
| <600 points        | F     |

## Weekly Course Schedule

| Course Schedule        |                   |  |                          |       |
|------------------------|-------------------|--|--------------------------|-------|
| Weeks<br>1 - 16        | Chapters<br>1 -12 | Chapter Topics Covered                                 | Due Dates<br>Assignments |       |
|                        |                   |  | OPEN                     | CLOSE |
| WEEK 1<br>5/14 – 5/20  | No Class          | Review the course syllabus, Pearson Mylab, and Canvas. | 5/14                     | 6/03  |
| WEEK 2<br>5/21 – 5/27  | 2                 | The Financial Market Environment                       | 5/21                     | 5/27  |
| WEEK 3<br>5/28– 6/03   | 1<br>No class     | The Role of Managerial Finance<br>No Lecture           | 5/28                     | 6/03  |
| WEEK 4<br>6/04 -6/10   | 3                 | Financial Statements and Ratio Analysis                | 6/04                     | 6/10  |
| WEEK 5<br>6/11 – 6/17  | 4                 | Long- and Short-Term Financial Planning                | 6/11                     | 6/17  |
| WEEK 6<br>6/18 – 6/24  | 5                 | Time Value of Money                                    | 6/18                     | 6/24  |
| WEEK 7<br>6/25– 7/01   | 6                 | Interest Rates and Bond Valuation                      | 6/25                     | 7/01  |
| WEEK 8<br>7/02 – 7/08  | Mid-Term          | Chapter 1 -6 Midterm Examination                       | 7/02                     | 7/08  |
| WEEK 9<br>7/09 - 7/15  | No Class          | No Lecture   | 7/09                     | 7/15  |
| WEEK 10<br>7/16 - 7/22 | 7                 | Stock Valuation  | 7/16                     | 7/22  |
| WEEK 11<br>7/23 – 7/29 | 8                 | Risk and Return  | 7/23                     | 7/29  |
| WEEK 12<br>7/30 – 8/05 | 9                 | The Cost of Capital                                    | 7/30                     | 8/05  |
| WEEK 13<br>8/06 – 8/12 | 10                | Capital Budgeting Techniques                           | 8/06                     | 8/12  |
| WEEK 14<br>8/13 – 8/19 | 11                | Capital Budgeting Cash Flows                           | 8/13                     | 8/19  |
| Week 15<br>8/20 – 8/26 | 12                | Risk and Refinements in Capital Budgeting              | 8/20                     | 8/26  |
| Week 16<br>8/27 – 8/31 | Final             | Chapter 7 -12 Final                                    | 8/27                     | 8/31  |

## Course Points

The total points a student can earn for this course is 1000. Course failure is achieving points below 600 points. Point totals can be found in the grading section of Canvas and Pearson Mylab after completion of an assignment throughout the course. If you have any concerns about point calculations, contact the instructor.

## Hours Required for the Course

This is a three-unit course that requires an estimated 12-15 hours per week of reading, problem-solving, homework, and testing. Some students may need less or more than the total hours per week to complete the course requirements and meet the due dates for assignments. Note: Internet issues, computer problems, and not saving work correctly will not be accepted as excuses for submitting late assignments and/or exams. Late work is NOT acceptable behavior.

## Pearson Homework Assignments

There are twelve (12) Pearson Lab homework assignments worth 25 points each throughout the course with unlimited attempts. The homework is not timed and will consist of problems to assess a student's quantitative aptitude. Read the required chapters before starting the homework assignments. Do not rely on the PowerPoints to learn chapter content because the PowerPoints only provide a general overview of each chapter. Students must submit the homework in Pearson Lab by the scheduled deadlines as indicated in the course schedule (above). Please review the entire Pearson Lab website to get familiar with the features offered at the start of the course. **Pearson homework has a "View an Example" button that can walk a student through the problem, which is located at the bottom of the page.** A student can submit homework prior to the scheduled deadline but will not be able to submit a homework assignment after the scheduled deadline. Some problems will require a financial calculator, which there is one located under the additional help button within the exercises. There are also downloadable financial calculator applications (apps) for smartphones within the Google Play and Apple store. Assignments will not be opened once closed. Students can also use excel in lieu of a financial calculator.

## Chapter Videos

Within the multimedia library section of Pearson Mylab, there are videos per chapter that can help students understand course concepts and exercises. Also, in Pearson Mylab, there are chapter resources and study modules with practice exercises. If you get stuck and would like to view another source, search YouTube videos which can provide a visual for solving a specific problem. I am also available to help you with a specific issue you are having but students must attest to the fact that they read the chapter before contacting me for help.

## Pearson Test # 1

There are twelve (12) Pearson Lab Test #1 worth 15 points each throughout the course. Test #1 will consist of similar problems to the homework to assess a student's quantitative aptitude. Students have only one attempt to achieve a score. Students should read the course material

and study the homework problems to achieve an optimal score. Students must submit Test # 1 in Pearson Lab by the scheduled deadlines as indicated in the course schedule (above). Assignments will not be opened once closed except as stated prior.

## Pearson Test # 2

There are twelve (12) chapter tests throughout the course worth 25 points each that is in Pearson Lab. The tests are timed and will consist of multiple-choice questions only to assess a student's quantitative and qualitative aptitude. A student must submit the test in Pearson Lab as indicated in the course time schedule (above). A student will not be able to submit a test after the scheduled deadline. A student has three (3) hours or 180 minutes to finish a test in one sitting. There is no stopping and starting the tests. Once started, the test must be completed. Make sure you have a stable internet connection before starting the tests. A student has only one try to complete the test. The multiple-choice questions will consist of a student's understanding of chapter definitions and concepts. A student should review the chapter material (definitions and concepts), homework problems, and complete the sample tests under the chapter resources in Pearson Lab. Additionally, it is not possible to go faster than the course time schedule for the homework and tests. There are no make-up assignments. If a deadline is missed without a reasonable excuse (military duty, surgery, or other emergencies), students will receive a 0 (zero) for that assignment. Only a serious matter will be considered an excuse and must be cleared with the instructor prior to the deadline of the assignment.

## Midterm & Final test

There two **tests are worth 110 points each which are located in Pearson Lab.** tests will consist of 50 randomly multiple-choice selected questions, which will be timed at three (3) hours to complete with one (1) attempt allowed. The questions will consist of a student's understanding of chapter definitions and concepts. A student should review the chapter material (definitions and concepts) and complete the sample tests under the chapter resources in Pearson Lab before starting this test. A student must submit the test in **Pearson Lab** by the due date as indicated in the **course schedule**. A student will not be able to submit a test after the scheduled deadline. **Once started, the test must be completed. There is no stopping and starting the test.** Make sure you have a stable internet connection before starting the tests. Again, a student has only one attempt to complete the test. **There is no class the week of the midterm and final tests.**

## Academic Integrity

Academic dishonesty of any type by a group provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks and appropriate documentation. By enrolling in a face-to face / remote / distance education course, you agree that you are the person accessing and completing the work for this course and will not share your username and password with others. Plagiarism is the act of using another person's words or ideas as if they were your own. Sources of quotations, paraphrases, and summaries must be properly documented according to APA format. This applies to all writing, including discussions. Plagiarism prevention tools in Canvas can be used by both group and instructor to check written submissions. Because plagiarized work typically earns failing grade and puts the plagiarizer at risk of failing the course and/or

facing misconduct charges, please discuss source use with me whenever you have any citation concerns or questions—I am here to support your success. When in doubt, always ask first! When in doubt, always ask first!

## Course Policies

- Assignments submitted as a requirement for another course may not be submitted for an assignment in this course.
- The Industry Analysis PowerPoint presentation must be original work, properly referenced, correctly cited, and the criteria followed.
- All work is to be submitted in the appropriate professional style and format. Standard oral and written English is always used in the PLNU classroom room.
- Any group found **creating fictitious material or content** will automatically receive an “F” for the course.
- All assignments must be turned in on the due dates specified in the syllabus. Late work will not be accepted unless there are extreme circumstances that are unexpected and unavoidable.
- Computer literacy is assumed, and connectivity is the group’s responsibility. Have a back-up plan for accomplishing course requirements. **Take homework and tests early** in the week so computer or connectivity issues do not pose problems with meeting course requirements.
- Assignments may not be made up unless arrangements to do so are made in advance or the reason is extreme, unexpected, and unavoidable.
- Proper tone and attitude in all on-line discussions is required to maintain the professional atmosphere that reflects higher education.
- This course will be a success if you take the responsibility for your own learning and share what you learned and experienced with the other participants in the course. This is your unique opportunity to display, practice, assess and improve your own learning and leadership.
- Get in the habit of checking announcements frequently for the latest information in Canvas. Students are expected to notify the instructor if they will be absent from the course for more than 1-week due to such things like military obligations, hospital surgeries, etc...
- A university education aims to expand group understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas and creative representations. In this course of college studies, groups can expect to encounter—and critically appraise—materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Groups are encouraged to discuss these matters with faculty.
- All assignments will **open at 1:00 am and close at 11:59 pm** on the **due date** in **Pacific Time Zone**. Please make sure that you coordinate your time if you are in a different time zone. Do not wait until the last minute to complete assignments. Excuses for submitting late assignments and/or exams. Late work is NOT acceptable behavior.

## Diversity Statement and Respectful Conduct

I would like our course to be a supportive learning environment that values and builds on the richly diverse identities, perspectives, and experiences of our group. Please help me develop this environment by honoring the diverse identities of your class mates and letting your

instructor know (via anonymous surveys or email, for example) if an assignment, comment, etc. makes you feel uncomfortable.

In our course, you will likely encounter cultures, ideas, and values that differ from your own. These are valuable opportunities to learn more about different perspectives and where they intersect with yours. We all see the world from a point of view informed by our experiences and backgrounds, and what we read and discuss can open new windows through which to understand both our course content and world around us. You are encouraged to contribute your ideas about course content freely, but please remember to demonstrate respect for your class mates and instructor. We all have unconscious biases that stem from our experiences, and recognizing and discussing them can lead to unexpected insights.

Conversely, disrespectful or threatening responses tend to shut down conversation and insight, and so these kinds of comments will be promptly addressed by your instructor. To keep our interactions safe and productive, please know that anyone who repeatedly engages in disrespectful or otherwise inappropriate behavior will be locked out of the discussion for the week and/or face group misconduct charges. Please join me in creating a comfortable and productive learning environment for us all.

It is our intent that groups from all diverse backgrounds and perspectives will be well served by this course, that your learning needs be addressed both in and out of course, and that the diversity that groups bring to this course be viewed as a resource, strength and benefit. We strive to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions to increase diversity--e.g., materials that present course topics from other perspectives or more inclusive activities--are encouraged and appreciated. Please let us know ways to improve the effectiveness of the course for you personally, or for other groups or group groups.

## Community Guidelines

Establishing a few ground rules for respectful behavior in our online class room can help us all feel more comfortable learning together in this space. Sometimes called “netiquette,” the community guidelines below are designed to ensure that our conversations are respectful, rewarding, and productive.

- **Participate.** Reading the posts of others is helpful for you, but you must also do your part to be helpful for the group. Share your ideas to strengthen our discussion, and don’t wait until the last minute to contribute. Encourage others to participate by responding to their ideas. Be involved, but do not dominate a discussion with too many posts.
- **Remember the human.** This common Internet mantra means that even though we may not be face to face, there is a real person behind each discussion post. Do not write something that you would not feel comfortable saying in an in-person class room setting. Discuss ideas, not people. In other words, do not attack class mates for expressing their opinions; instead, discuss your position on the *ideas* that have been presented. Be kind and understanding with your class mates to keep our environment positive and productive.

- **Help others.** We will be working together all semester, so let's try to be a good team. If you can help a class mate with a question, please do! Your efforts will be appreciated by both groups and instructor.
- **Respect other people's time.** Your posts should be focused, organized, and clear so that your class mates can quickly see your point and evidence. Another way to respect people's time is to look for answers before asking for help. For example, if you can't find something or you don't remember when an assignment is due, look through the syllabus and other course documents for the answer. Ask for help when you truly need it.
- **Edit and proofread before posting.** We have lots of posts to read, so yours needs to be as clear as it can be. Please review and edit what you have written before posting.
- **Don't shout.** TYPING IN ALL CAPITALS MEANS YOU ARE SHOUTING AT US! Don't do it. The same can be said of repeated exclamation marks!!!!!!!!!!
- **Use emoticons sparingly.** Social media and texting have given us lots of fun options to add tone to a message. Because a smiley face or wink can help to establish the intended tone of a comment, you are welcome to use common emoticons occasionally. Too many emoticons can be difficult to process, so don't overdo it. :-)
- **Don't attack.** Personal attacks are unacceptable in the class room, whether in person or online. If you see a conflict developing, try to calm things down if you feel comfortable doing so. If you feel attacked, contact your instructor. We all have biases, and sometimes we are not aware of how what we say may be viewed by others, so let's all try to be generous and kind in our responses to one another. Everything we do in Canvas is permanent, so please think very carefully about your tone before submitting a post. If you don't, that mistake might haunt you for the rest of the semester.

## Emergency Plan

If our course or instructor unexpectedly becomes unavailable, continue following the schedule to complete assignments, which will be submitted when access is restored. In emergency situations, college updates will be provided via the emergency notification system and social media.

## PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Groups with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a group's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the group is enrolled each semester.

PLNU highly recommends that groups speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Groups who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the group's responsibility to make the first contact with the EAC.

## **PLNU Copyright Policy**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the course may violate the law.

## **PLNU Recording Policy**

To enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

## **Artificial Intelligence Policy**

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, Grammarly Go, Perplexity, etc.) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

## **Spiritual care**

PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our Graduate students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain who is available during course break times across the week. If you have questions for or a desire to meet or share any prayer requests with the onsite chaplain, you may email Dr. Sylvia Cortez Masyuk at [scortezm@pointloma.edu](mailto:scortezm@pointloma.edu). In addition, on the MV campus there is a prayer chapel on the third floor. It is open for use as a space set apart for quiet reflection and prayer.

## **Sexual Misconduct and Discrimination**

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all groups. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at [pointloma.edu/Title-IX](http://pointloma.edu/Title-IX). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) or find a list of campus pastors at [pointloma.edu/title-ix](http://pointloma.edu/title-ix).