

Course Syllabus
AIM 6351.0G1

School of Management
The University of Texas at Dallas

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Course Information

Course

Course Number/Section : AIM 6351.0G1
Course Title: Individual Taxation
Term and Dates : SPRING 2011

Professor Contact Information

Professor: Arthur M. Agulnek
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Office Hours: BY APPOINTMENT ONLY

Course Pre-requisites, Co-requisites, and/or Other Restrictions

There is no prerequisite for this class.

Course Description

Course Approach

The course will rely heavily on lectures, regular homework, problems and case studies.

Course Preparation and Participation

Each student must accept the responsibility for course preparation. Thus, for each session, every student must study the assigned chapters and prepare the assigned questions and problems. The questions and problems will be used as a basis for furthering tax ideas and planning opportunities. **In addition, each chapter will be followed by a brief quiz.** The quiz is for self-evaluation-they will not be graded!

Online Tests/Quizzes

You can access exams by clicking the Assessments link in the course menu and then clicking the available exam title links. Each quiz is timed and can only be accessed once within the

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scheduled time window. Please read the on-screen instructions carefully before you click the Begin Quiz button. After each exam is graded and released for reviewing, you may go back to the quizzes page and click the "Completed" link under status column of the quiz to review your quiz results and any feedbacks from the instructor. These are not part of your grade but assist you in determining if you have an understanding of the previous lecture and chapter.

Professional Linkages

Individual income taxation is an important area for all accounting firms, including Big 4, regional and local firms. It continues to be a way of developing key relationships with executives. This class is also a prerequisite for all other classes in the tax curriculum at UTD.

Student Learning Objectives/Outcomes

To Use Critical Thinking

- To understand and apply income tax concepts which influence decisions of individuals. The course will concentrate on tax effects in the following areas:
 1. The Basic Tax Model
 - a. Computing Tax Liability
 - b. Determining Exemptions
 2. Determining Gross Income
 3. Determining Deductions
 4. Tax Effects of Property Transactions
- To determine the tax liability for individual taxpayers with varying tax situations.
- To apply concepts to determine the best course of action for individual taxpayers when confronted with options involving tax planning.

To Understand the Ethical Considerations in Tax Practice

- To appreciate the requirements and concepts contained in the Statement on Responsibilities in Tax Practice.
- To understand the ethical issues that confronts both individual taxpayers and tax practitioners on a day-to-day basis.

To Enhance Communication Skills

- Completion of a comprehensive tax return case study **plus** an on line tax research project will improve your tax technology and communication skills. These projects will require the use of a computer based tax preparation program and a computer based tax research tool (Checkpoint). Additional information about these tools will be posted in due course.

To Enhance Understanding and Use of Computers

- By requiring the use of tax specific software to complete 2 projects.

Required Textbooks and Materials

Mandatory

West Individual Income Taxes-2011—
Hoffman, Smith, Willis Student Edition with CD ISBN-0-538-78624-8

Optional

West Individual Income Taxes-2011—Hoffman, Smith, Willis

Study Guide

ISBN-0-538-46877-7

This is a valuable study tool—it provides many test type questions and is recommended.

Textbooks and some other bookstore materials can be ordered online through [Off-Campus Books](#) or the [UTD Bookstore](#). They are also available in stock at both bookstores.

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Course Policies

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in eLearning to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper etiquette when interacting with class members and the professor.

Policy on Server Unavailability or Other Technical Difficulties

The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk: <http://www.utdallas.edu/elearninghelp>, 1-866-588-3192. The instructor and the UTD eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirement must be met to enable a successful learning experience. Please review the important [technical requirements and the web browser configuration information](#).

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Course Access and Navigation

This course was developed using a web course tool called eLearning. It is to be delivered entirely online. Students will use their UTD NetID account to login to the course through UTD Galaxy: <http://galaxy.utdallas.edu> or directly at <http://elearning.utdallas.edu>. Please see more details on [course access and navigation information](#).

To get started with an eLearning course, please see the [Getting Started: Student eLearning Orientation](#).

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. The UTD user community can also access the support resources such as self-help resources and a Knowledge Base. Please use this link to access the UTD eLearning Support Center: <http://www.utdallas.edu/elearninghelp>.

Please do not e-mail me if you are having technical issues with eLearning. I will just have you contact the sources noted above and that delays the process of getting your problem resolved.

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Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please see [communication tool information](#).

Another communication tool available to students is live voice chat in the 3D virtual world of Second Life. Instructions for accessing the UTD SOM Island in Second Life can be found at <http://som.utdallas.edu/somResources/eLearning/faculty/secondLife.php>.

Interaction with Instructor: The instructor will communicate with students mainly using the Announcements and Discussions tools. Students may send personal concerns or questions to the instructor using the course email tool. The instructor will usually reply to student emails or Discussion board messages the same day under normal circumstances. If I am away for a few days and will not be able to respond—you will be notified via an announcement in eLearning.

Student Resources

Access to many University resources are available to students. Some sources of interest include:

UTD Distance Learning: <http://www.utdallas.edu/oe/distance/students/cstudents.htm>

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McDermott Library: Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to <http://www.utdallas.edu/library/distlearn/disted.htm>.

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Student Assessments

Grading Information

| | <u>Points</u> |
|----------------------------------|----------------------|
| 1. Two tests-Exam #1 and Exam #2 | 200 |
| 2. Preparation of Tax Return | 100 |
| 3. Short tax research project | 50 |
| 4. Exam #3-noncumulative | <u>150</u> |
| TOTAL POINTS | 500 |

Translation of the total point score into a letter grade will be based on the instructor's judgment. The letter grade will reflect each student's performance relative to the course and standards expected of graduate students at the University of Texas at Dallas. There are **NO** extra credit projects for this class-so please do not ask for one.

Please see the syllabus for due dates etc.

FINAL GRADES

A=440-500
B=390-439
C=350-389
F=<350

Any curve is at the discretion of the instructor-if a curve is given it is given to all students.

Accessing Grades

Students can check their grades by clicking "My Grades" under Course Tools after the grade for each assessment task is released.

Group Projects

Groups will be assigned at the beginning of the class and will be announced under Announcements. A private discussion area will be set up on the discussion board for internal group communications. A group chat room can also be created for each group to use. A web conference system is available for use. Teams can schedule a live web conference for team work. Please see [communication tool information](#) for instructions on making a reservation and other web conference information. Meeting spaces have also been set up on the UTD SOM island in the virtual world of Second Life. Instructions for accessing the island can be found at <http://som.utdallas.edu/somResources/eLearning/faculty/secondLife.php>

Assignment submission instructions

You will submit your assignments (in the required file format with a simple file name and a file extension) by using the Assignments tool on the course site. Please see the Assignments link on the course menu or see the icon on the designated page. You can click each assignment name link and follow the on-screen instructions to upload and submit your file(s). Please refer to the Help menu for more information on using this tool. **Please note:** each assignment link will be deactivated after the assignment due time. After your submission is graded, you may click each assignment's "Graded" tab to check the results and feedback.

For the team project assignment, one group member will submit the assignment for the group and all group members will be able to view the results and feedback once it's been graded.

Online Tests/Quizzes

You can access quizzes/exams by clicking the Assessments link on the course menu or see the quiz/exam icon on the designated page. Each quiz is timed and can be accessed only one time within the scheduled time window. Please read the on-screen instructions carefully before you click "Begin Assessment". After each quiz is graded and released, you may go back to the Assessments page and click "View All Submissions" to review your exam results.

Proctored Final Exam Information

This course requires a proctored final examination. An on-campus class exam session is "tentatively" scheduled on **Friday 5/6/11 (9 AM-9 PM) & Saturday 5/7/11(9 AM- 5 PM)** under the supervision of a proctor. The exam will be for 2.5 hours-so please plan accordingly. Room info will be announced later on the Discussion board. You will need a SCANTRON sheet for this exam. The **required SCANTRON sheet is 882-E**

Students who are **not** able to attend this exam session with the instructor can arrange an individually proctored exam with a testing service of their choice at any date within this required exam time window: Students who find UTD geographically inconvenient may use a testing service at a convenient location to have the exam proctored. All individually arranged proctored exams **must** be completed within the required exam time window and be in my hands no later than 12/11/10. Student using either the UTD testing service at the Learning Resources Center or an outside testing service **must** inform the instructor, as well as the SOM eLearning Team

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(som-elearning@utdallas.edu). A proctored exam form must be completed and sent back to the SOM eLearningTeam . Please go to the [Proctored Exam Information](#) page to **download the Proctored Exam Form** and find all the detailed information and procedures on arranging a proctored exam. All completed exams must be in my hands no later than **noon on 5/9/11. This is a non-negotiable requirement-I go out of town and must have grades submitted before I leave.**

The SOM eLearning Team requests all students who need to use testing services strictly follow the proctored exam scheduling **deadlines**. If any student fails to submit the exam form on time, the student will be required to come to campus and attend the scheduled class exam session (or seek instructor's approval for any special arrangements).

Important, Time- Sensitive Requirement

To assist the instructor and everyone in the class know who the students are and their backgrounds, the following information, formatted as shown below, **must** be sent to the **instructor (in the discussion database-student introduction) immediately upon logging-in to the course.**

1. Last Name; First Name; UTD Degree Program and Expected Graduation Semester
2. Day- time Telephone Number and FAX Number; Day and Evening Email Addresses
3. Collegiate Degrees Earned; Years Earned; Name(s) of the Granting Institution(s)
4. Number of Earned Collegiate Semester Hours of Accounting; Where Earned (Institution)
5. Name of Current Employer; Your Position or Title; Months with Employer
6. A Short Statement of Your Career Objectives and How You Expect This Course to help you attain these objectives.

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Academic Calendar

| Week # | Week Including | Topic | Assignments |
|---------------|-----------------------|----------------|------------------------------------------------------------------------------------------------|
| 1 | 1/10/11 | Introduction | None |
| | | Chapter 1 | Class Discussion Questions and Problems – 11,12,15,17,18,22,38,45,and 51 |
| 2 | 1/17/11 | Chapter 2 | Class Discussion Questions and Problems – 2,9,19,22,29,43,44, 46 and 48 |
| | | Chapter 3 | Class Discussion |
| 3 | 1/24/11 | Chapter 3 | Questions and Problems – 2,3,4,7,8,9,12,13,19,20,21, 28,39, 42,& 46 |
| | | Chapter 4 | Class Discussion |
| 4 | 1/31/11 | Chapter 4 | Questions and Problems – 2,3,4,6,7,8,12,17,19,31,38,40, 45,and 60 (put data onto workpaper) |
| | | Chapter 5 | Class Discussion |
| 5 | 2/7/11 | Chapter 5 | Questions and Problems – 2,5,8,11,12,21,28,31,34,41,43, 47,& 48 |
| | | Chapter 6 | Class Discussion Questions and Problems – 2,4,8,11,17,19,21,29,34,37, 45,50,51,53, & 61 |
| 6 | 2/14/11 | Test #1 | Chapters 1-6 Exam window period 2/14-2/20/11 |

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| | | | |
|-----------|----------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | 2/21/11 | Chapter 7 | Class Discussion Questions and Problems 3,4,8,9,10,21,34,36,37,38, 39,40, & 41 |
| 8 | 2/28/11 | Chapter 8 | Class Discussion Questions and Problems – 4,28,29, 30,31,32, 34, 35,39,50,54,55,56,57& 59 (depreciation section only) “Tax Research Project Due-No later than 3/6/11 |
| 9 | 3/8/11 | Chapter 9 | Class Discussion Questions and Problems 2,3,8,10,11,20,23, 34,38,39,40,44 &45 |
| | 3/15/11 | Chapter 10 Spring Break | Class Discussion Questions and Problems 2,6,10, 12,16,24,28,29,32,38,39,40,& 43 |
| 10 | 3/21/11 | Chapter 11 | Class Discussion Questions and Problems – 4, 11, 17, 18, 26, 34, 38, 40, 50, 56 & 57 |
| 11 | 3/28/11 | Test #2 | Chapters 7 – 11 Exam window period 3/28-4/3/11 |
| 12 | 4/4/11 | Chapter 12 | Class Discussion Questions and Problems –4, 5, 13, 17, 31, 39, 42, 43, 47, 54, & 58 |

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| | | | |
|-----------|---------|------------------------|-----------------------------------------------------------------------------------------------------|
| | | Chapter 14 | Class Discussion Questions and Problems – 6,12,15,16,18,22,30,36,42,44,48,49,50,and 59 |
| 13 | 4/11/11 | Chapter 15 | Class Discussion Questions and Problems 6,20,21,28,31,35,39,45, 49,50, & 55 |
| | | Chapter 16 | Questions and Problems – 7, 19, 24, 26, 29, 30, & 33 Tax Return Due-No later than 4/17/11 |
| 14 | 4/18/11 | Chapter 17 | Class Discussion – Questions and Problems - -12, 15, 23,34, 37, 38,42, 45, & 49 |
| 15 | 4/25/11 | Exam #3 | Chapters 12, 14-17 |
| | | See exam window period | Information regarding proctored in class exam will be forthcoming |

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Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the [UTD Judicial Affairs](#) web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced

Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. An online instructional assessment form will be made available for your confidential use. Please look for the course evaluation link on the course Homepage towards the end of the course.

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Guidelines for Research Paper- Due date-week of 2/28/11-3/6/11 **This is an individual research project.**

(No later than 3/6/11)

1. State the relevant facts.
2. UTD has available for students' use of the RIA Checkpoint on-line tax service. The use of this system or a comparable computerized system is required.
3. Cite **one or more** of the following items in your short answer:
 - a. Code Sections
 - b. Treasury Regulations
 - c. IRS Revenue Rulings
 - d. Court Cases and/or Letter Rulings
4. The format "**must**" be in the following format:
 - Facts
 - Issues
 - Conclusions
 - Rationale-an analysis of the authorities that you used in arriving at your conclusions. You should cite the relevant cases, rulings, etc and tie them back to your fact pattern.
 - Any other format will **not** be acceptable and the paper will **not** be graded

Recommendations-if fact pattern and conclusion lend themselves to this.

You must use a **bulletized** approach in writing the paper. **Do not cite IRS publications (i.e. Pub 590, Pub xxx or instructions to a tax form (10 points lost if you do). If the problem states write a letter-DO NOT DO IT-just follow the instructions above**

5. The paper should be no more than **two** pages in length, typed and double-spaced.
6. The paper is due the week of 2/28/11 but no later than 3/6/11

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7. The paper will be graded on:
- a. Professionalism
 - b. Logical format
 - a. Clarity-easy to understand by others
 - b. Creativity
 - c. Appropriate and acceptable writing style of a graduate student

The basis for grading the paper is as follows:

| | |
|-----------------------------------------------------------------------------------------|------------------|
| Writing is clear, brief, articulate grammatically correct | 20 points |
| Conclusions and rationale are logical, feasible, specific and are supported by analysis | 15 points |
| Conclusions are correct and rationale cites appropriate authorities | 10 points |
| Case, Internal Revenue Code and ruling citations are correct | 5 points |
| Total for research | <u>50 points</u> |

TOPICS FOR ON-LINE RESEARCH PAPER

| <u>“First”</u> name begins with: | Chapter/Research Prob. # |
|-----------------------------------------|---------------------------------|
| | From Textbook |
| A-E | 6/2 |
| F-J | 7/5 |
| K-P | 6/5 |
| Q-T | 6/4 |
| U-Z | 7/3 |

Guidelines for tax return preparation-a group project Due date-week of 4/11/11
but no later than 4/17/11

- 1 Review the facts of the tax return carefully—please check eLearning for the assignment
- 2 The tax return project **must** be completed using a computer based tax system.

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- 3 The return **must not** be completed by manually or by typing-the 2 previous listed methods for preparing the tax return are **unacceptable** and will result in a -0- grade.
- 4 It is a **team project** and all members of the team must participate. If a team member is not available or refuses to respond to requests for meetings or participation-please let me know—and he/she will be informed that they need to work on their own. Please do not waste your team members time or my time by failing to respond to e-mails or other attempts at contacting you.
- 5 Most students enjoy the tax team approach-it simplifies their roles-and they end up spending less time on the project.
- 6 IF you do a significant amount of travel and find the team approach difficult to coordinate-please let me know as soon as possible and I will assure that you are not assigned to a team and will work solo.

Grading Policy

| | Maximum Points |
|------------------------------------|---------------------------|
| 1. Two Tests | 200 |
| 2. Preparation of Tax Return-team | 100 |
| 3. Short Answer – on-line research | 50 |
| 4. Last Examination | <u>150</u> |
| TOTAL POINTS | <u>500</u> |

FINAL GRADES-

A=440-500
B=390-439
C=350-389
F=<350

Any curve is at the discretion of the instructor.

Class Participation: Students should read the assigned chapter and complete the assigned problems prior to class and participate in class discussion-via eLearning.

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There will be a 20 point penalty per day for each day that an assigned project is late. The assignments can be sent to via eLearning, e-mail / or Fax. They are all satisfactory ways of complying with due dates.

Last Examination: The last examination will be limited to Chapters 12,14-17.If you will be taking the exam at UTD it will be tentatively be held on **5/6 and 5/7-room to be announced later. If you will not be taking the proctored exam at UTD-you will be taking the exam at the UTD testing center or at another testing location.**

University Policies

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

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Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

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If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. Additional information is available from the office of the school dean.
(http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm)

These descriptions and timelines are subject to change at the discretion of the Professor.

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