

Course Syllabus

Course Information

<i>Course Number/Section</i>	IMS 4330.501.13S
<i>Course Title</i>	Global Human Resource Management
<i>Term</i>	Spring 2013
<i>Days & Times</i>	Wednesday 7:00 PM – 9:45 PM/ SOM 2.904

Professor Contact Information

<i>Professor</i>	C. Justice Tillman, Ed.D., Ph.D., SPHR
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<i>Office Location</i>	SOM 4.205
<i>Office Hours</i>	By Appointment
<i>Other Information</i>	

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

BA 3361, MATH 1326, and MATH 2333 or BA 3333

This is a Communication-Enhanced Course (CEC)

CECs are courses in which you will strengthen your writing and speaking skills while you deepen your understanding of key material in your major. Studies and employers tell us that your ability to write clearly and speak well about topics in your field will strongly increase your chances of professional success. CECs will help you to develop as a professional communicator and demonstrate your abilities both to your instructor and to potential employers. You are **STRONGLY** encouraged to seek help with your speaking and writing at the Business Communication Center (<http://bcc.utdallas.edu>).

Course Description

The course examines cultural complexity in the uncontrollable business environments in foreign markets. The course covers management of problems derived from cultural differences, the lack of adaptability of expatriates and their families in host countries, and recruitment, training and motivation for international assignments.

Student Learning Objectives/Outcomes

Upon successful completion of this course, you will be able to:

- 1 Evaluate important international OB (IOB) and HRM (IHRM) issues underlying current international and global business conditions.
- 2 Analyze important IOB and IHRM issues and practices relevant to effective strategic management and business development in important countries and regions of the global economy.
- 3 Explain the significance of key IHRM functional activities (e.g., planning, staffing, training) to multinational organizational effectiveness.

Required Textbooks and Materials

Required Texts

Vance, C. M., and Paik Y., (2011) Managing a Global Workforce: Challenges and Opportunities in International Human Resource Management (2nd ed). Armonk, NY: M. E. Sharpe.

Required Materials

No Additional

Suggested Course Materials

Suggested Readings/Texts

To enhance meaningful discussions, students are also encouraged to read current materials relevant to course objectives. For example, current newspapers (e.g. Wall Street Journal), journals and magazines (e.g. Business Week, Fortune, Harvard Business Review).

Suggested Materials

Additional materials may be distributed in class (readings, exercises, etc) or available on eLearning

Assignments & Academic Calendar^A

Topics, Reading Assignments, Due Dates, Exam Dates

WK	DATE	DAY	TOPIC	READINGS	ASSIGNMENTS
1	1/16	Wed	Course Introduction, Administrative matters, course requirements; Understanding IHRM within Current Global Context	^B V&P:Ch 1	Obtain texts, read syllabus, etc. Form teams:
2	1/23	Wed	Cultural Foundations of IHRM	V&P:Ch 2	
3	1/30	Wed	Changes and Challenges in the Global Labor Market	V&P:Ch 3	Case 3.2 Due
4	2/6	Wed	Exam 1 (Ch 1 –3)		
5	2/13	Wed	Speaker: Scott Smith <i> Vice President / Human Resources and Staffing / AT & T</i> The Key Role of IHRM in Successful MNC Strategy	V&P: Ch 4	
6	2/20	Wed	Global Human Resource Planning	V&P: Ch 5	Case 5.2 Due
7	2/27	Wed	Global Staffing	V&P: Ch 6	
8	3/6	Wed	Exam 2 (Ch 4 –6)		
9	3/13	Wed	Spring Break		
10	3/20	Wed	Speaker: Hami Safavi: <i>Global Mobility Consultant</i> Global Workforce Training and Development; Managing	V&P: Ch 7; Ch 8	Case 7.2 Due

			International Assignments		
11	3/27	Wed	Global Workforce Performance Management	V&P: Ch 9	Case 9.1 Due
12	4/3	Wed	Compensation for a Global Workforce	V&P: Ch 10	
13	4/10	Wed	Global Employee Relations	V&P: Ch 11	Case 11.2 Due
14	4/17	Wed	Exam 3 (Ch 7 –11)		
15	4/24	Thurs	Group Presentations		
16	5/1	Tues	Group Presentations		

^A Every attempt will be made to follow the course schedule, however, due to unforeseen factors, assignments may be slightly amended. Any necessary changes will be announced in class.

^B Vance, C. M., and Paik Y., (2011) Managing a Global Workforce: Challenges and Opportunities in International Human Resource Management (2nd ed), Armonk, NY; M. E. Sharpe

Grading Policy

^aPerformance Evaluation:

Points

Exams (3 @ 150 points each)	450
Cases	100
Group Project	250
Group Evaluation	50
Project Presentation	100
Attendance	<u>50</u>
TOTAL	1000

Grades for the course will be solely based on performance, and will not be inflated. Therefore, the standard meanings of grades (i.e., A=excellent 90.0 -100.00%, B=good 80.0 – 89.99%, C=fair (i.e. average or adequate 70.0 – 79.99%, D=poor or below average 60.0 – 69.99%, F=failure or unworthy of credit 59.99% and below) hold for this course. Superior essays, exams, etc., are those that not only identify issues associated with course concepts, but demonstrate a high level of integration and application of those concepts. To determine one’s final course numeric performance, I will average the total number of points a student has received divided by the total number of points available.

Your final grade will be determined as follows:

LETTER GRADE	PERCENTAGE SCORE	POINTS EARNED	GRADE POINT
A+	97.0 – 100.0%	970 - 1000	4.00
A	93.0 – 96.99%	930 – 969.99	4.00
A-	90.0 – 92.99%	900 – 929.99	3.67
B+	87.0 – 89.99%	870 – 899.99	3.33
B	83.0 – 86.99%	830 - 869.99	3.00
B-	80.0 – 82.99%	800 – 829.99	2.67
C+	77.0 – 79.99%	770 – 799.99	2.33

C	73.0 – 76.99%	730 – 769.99	2.00
C-	70.0 – 72.99%	700 – 729.99	1.67
D+	67.0 – 69.99%	670 – 699.99	1.33
D	63.0 – 66.99%	630 – 669.99	1.00
D-	60.0 – 62.99%	600 – 629.99	.67
F	LESS THAN 59.99%	599.99 OR LESS	.00

^a Anyone feeling that a dispute exists after the grading of any assignment or exam may submit a written grievance. This grievance should identify the item in dispute and arguments supporting the student's position. Successful arguments typically use supporting documentation (e.g., cites from the text) and make their arguments based upon course content. Grievances must be submitted in writing in the class following the return of the assignment. The instructor agrees to return a written response to the student's grievance within one class period from receipt of the grievance.

A GENERAL NOTE ABOUT ALL ASSIGNMENTS: All assignments with more than one page **must** be either stapled, or paper clipped. Papers which are folded over or corners torn to keep pages together are NOT acceptable and you will receive a zero for the assignment if you hand it in in this fashion. All assignments should also be typed, using 12-point font type. All necessary citations should be included using APA Format and Style. Assignments that do not meet this requirement or those that do not follow an assignment's instructions will receive an automatic 10% deduction. All assignments are collected at the beginning of the class in which they are due. Assignments that are handed in after they've been collected will be considered late. No late assignments will be accepted.

Text Readings: It is your responsibility to read the text as you will be tested on the materials covered in your textbook. However, during each class period, we will discuss issues related to the text materials and you will have ample opportunities to ask questions and clarify concepts, theories, and topics during the class period. As a result, be sure to read the chapters before the class in which they are scheduled to be discussed.

Exams: (450 points). Three exams will be given throughout the semester that test your knowledge of the chapters covered prior to the exam as well as class discussions, information from any articles read prior to the exam, and information presented by any guest speakers or videos. Although not specifically cumulative, you will obviously need to know concepts from previous chapters in order to answer questions in successive chapters. The exams could include a combination of MC, T/F and short-answer questions showing your command of the course concepts and your ability to integrate information. Each exam will be worth 150 points. **NO MAKE UP EXAMS WILL BE GIVEN.** All exams are closed book/closed notes.

Pop-Quizzes: You may occasionally be given a “pop” quiz. The number of quizzes will be determined by your professor. Points will vary per quiz and will be calculated into the subsequent test. If you are late to class, you will not be allowed to take the pop quiz and will therefore forfeit those points on the test.

Assignments/Cases: (100 points). Throughout the semester I may assign you activities to complete at home and bring to class or on eLearning (individual or group). These assignments may or may not be listed on the syllabus. These assignments will be given a specific due date.

Points will be deducted for any assignment turned in after the due date and time. Online quizzes are scheduled for each time an online class is indicated for reading.

Group Project: (250 points). Students will be assigned to teams by the professor and will be given a randomly selected country to research. Each team is required to write a well-written, **properly cited (using the APA format) paper following the exact outline provided. Students who plagiarize and copy other sources word-for-word without using proper citations will receive a grade of F for the paper.** Typical research papers are approximately 30 – 40 double-spaced pages excluding references, appendixes, etc. Each team will also provide a “highlevel” presentation to the class.

Group Evaluation (50 Points). To encourage active and constructive participation on team assignments, you will be evaluated by other team members. You will be evaluated based on the effort and leadership you put forth in team activities. This grade will depend solely on your effort as perceived by other team members, and not the performance of your team on the assignments. Each team member will be asked to evaluate the effort of other team members. If your group is having a problem maximizing their joint efforts, I expect that you should first try and remedy the situation using the skills you have learned as management students. If this does not work, the group should arrange a meeting with me. I fully expect that each team member will put out the amount of effort required by the team and that each member should receive full credit from his/her group.

Project Presentation (100 Points). Each team will provide a “high-level” presentation to the class. The objective is to introduce the **cultural environment** (section III) of your assigned country for a multinational firm or expatriate planning to move there. Given the amount of teams, the presentation should be **no more than 15 minutes** to permit time for class questions and answers. Presentations will be graded based on accuracy of information, use of media, and providing useful and entertaining information.

Attendance: (50 points). Meticulous attendance records are kept. Also, chronic tardiness is considered disruptive to the learning environment and it will negatively impact the student’s grades. Every (2) incidents of a tardy will be calculated as (1) absence. Absences will be graded in the following manner. 0 – 1 absences = 50 points; 2 absences = 35 points; 3 absences = 15 points; 4 absences or more = 0 points. Students who are representing the university in an official capacity (athletes, musicians, etc.) must notify the instructor in writing AT LEAST one week in advance of each absence.

Course Policies

Make-up exams

NO MAKE UP EXAMS WILL BE GIVEN.

Extra Credit

You **MAY** be given an opportunity throughout the semester for extra-credit.

Late Work

All assignments are collected at the beginning of the class in which they are due. Assignments that are handed in after they've been collected will be considered late. No late assignments will be accepted.

Special Assignments

None

Class Attendance

Attendance: In the work environment, you are expected to attend your job every day, unless extenuating circumstances arise. Similarly, you will be expected to attend all classes. Not only will exam materials be covered in class but exercises will occur. If you have to be absent (illness, injury, etc.), be considerate and notify your professor as soon as possible. If you miss a class, you may miss important materials. Thus, absence from class is a serious matter. Absences are recorded beginning with the first day of class. Attendance will be taken at the beginning of class. You should not come to class late. This is inappropriate and unprofessional leadership behavior. If a student has not arrived prior to roll call, student will be marked as being absent. Note that unless the student alerts me at the end of class of their tardiness, I do not distinguish between late arrivals (i.e. tardiness) and lack of attendance. The student is responsible for this being communicated and correctly changed. Meticulous attendance records are kept. Also, chronic tardiness is considered disruptive to the learning environment and it will negatively impact the student's grades. Every (2) incidents of a tardy will be calculated as (1) absence. Absences will be graded in the following manner. 0 – 2 absences = 50 points; 3 absences = 35 points; 4 absences = 15 points; 5 absences or more = 0 points. Students who are representing the university in an official capacity (athletes, musicians, etc.) must notify the instructor in writing AT LEAST one week in advance of each absence.

Classroom Citizenship

Because this is an upper level business school course, you will be expected to conduct yourselves in a professional, "business" manner at all times. Begin by taking responsibility for your actions. Behave in a professional way. This means you should plan to be **ON TIME** to each class; you should also plan to **ATTEND ALL CLASSES**; assignments should be completed by the due dates specified; materials should be **read BEFORE** the **class** in which they will be discussed; you should PARTICIPATE in class; **NO HATS, KERCHIEFS, OR OTHER HEAD COVERINGS (unless for religious reasons; speak with the professor first)**; you should treat yourself, your colleagues, guests, and your professor in a professional, courteous, manner. **NO EXCUSES.** Never say it can't be done; think about how it CAN be accomplished!!! Leaders and managers take charge and are responsible for their behaviors. You will be expected to do the same. This is an opportunity for you to see how you will be expected to behave in a business environment. Before you act, think whether or not a good leader would behave in this fashion. Always ask yourself if this is good leadership behavior.

Please turn off and put away all cell phones, PDAs, Blackberries, iPhones, Droids, and any other similar equipment during class time. If you are expecting an urgent call or message, talk to me about it **before** class begins and we will decide how to handle it. **NO such equipment can be present on your desk or lap or even on, during exam periods.**

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

Field Trip Policies / 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 http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

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.

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 of the Board of Regents of the University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, *Rules on Student Services and Activities of the Course Syllabus Page 8, 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 (SSB 4.400, 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 and administration of the School of Management expect from our 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. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.

The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. Some of the ways students may engage in academic dishonesty are:

- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;
- Writing in blue books prior to an examination;

- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be regraded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the item;
- Stealing another student's graded test and affixing one's own name on it;
- Recording two answers, one on the test form, one on the answer sheet;
- Marking an answer sheet to enable another to see the answer;
- Encircling two adjacent answers and claiming to have had the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;
- Using an electronic device to store test information, or to send or receive answers for a test;
- Destroying or removing library materials to gain an academic advantage;
- Consulting assignment solutions posted on websites of previous course offerings;
- Transferring a computer file from one person's account to another;
- Transmitting posted answers for an exam to a student in a testing area via electronic device;
- Downloading text from the Internet or other sources without proper attribution;
- Citing to false references or findings in research or other academic exercises;
- Unauthorized collaborating with another person in preparing academic exercises.
- Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

<http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html>

Updated: August, 2011

Plagiarism on written assignments, especially from the web, from portions of papers for other classes, and from any other source is unacceptable. On written assignments, this course will use the resources of turnitin.com, which searches the web for plagiarized content and is over 90% effective.

During tests and quizzes, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including iPads, iPhones, iPods, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers. When possible, students should sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of another's work, or hide course material for copying. Exam proctors will monitor any communication or signaling between students by talking, whispering, or making sounds, or by using your hands, feet, other body movements, the test paper itself or your writing implement.

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

1. Homework – Zero for the Assignment
2. Case Write-ups – Zero for the Assignment
3. Quizzes – Zero for the Quiz

4. Presentations – Zero for the Assignment
5. Group Work – Zero for the Assignment for all group members
6. Tests – F for the course

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Student's Office .

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The School of Management also reserves the right to review a student's disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student's eligibility for a scholarship.

Judicial Affairs Procedures

Under authority delegated by the Dean of Students, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

- (i) the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of University rules;
- (ii) the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
- (iii) the student will be given an opportunity to present information on his/her behalf;
- (iv) after meeting with the student, the faculty member may choose not to refer the allegation if he/she determines that the allegations are not supported by the evidence; or
- (v) after meeting with the student, the faculty member may refer the allegations to the dean of students along with a referral form and all supporting documentation of the alleged violation. Under separate cover, the faculty member should forward the appropriate grade to be assessed if a student is found to be responsible for academic dishonesty;
- (vi) the faculty member may consult with the dean of students in determining the recommended grade;
- (vii) the faculty member must not impose any independent sanctions upon the student in lieu of a referral to Judicial Affairs;
- (viii) the faculty member may not impose a sanction of suspension or expulsion, but may make this *recommendation* in the referral documentation

If the faculty member chooses not to meet with the student and instead forwards the appropriate documentation directly to the dean of students, they should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the Office of Dean of Students for investigation.

The student, pending a hearing, remains responsible for all academic exercises and syllabus requirements. The student may remain in class if the student's presence in the class does not interfere with the professor's ability to teach the class or the ability of other class members to

learn. (See Section 49.07, page V-49-4 for information regarding the removal of a student from class).

Upon receipt of the referral form, class syllabus, and the supporting material/documentation from the faculty member, the dean shall proceed under the guidelines in the *Handbook of Operating Procedures*, Chapter 49, Subchapter C. If the respondent disputes the facts upon which the allegations are based, a fair and impartial disciplinary committee comprised of UTD faculty and students, shall hold a hearing and determine the responsibility of the student. If they find the student in violation of the code of conduct, the dean will then affirm the minimum sanction as provided in the syllabus, and share this information with the student. The dean will review the student's prior disciplinary record and assess additional sanctions where appropriate to the circumstances. The dean will inform the student and the faculty member of their decision.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see <http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

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 equal educational opportunities. Disability Services provides students with a documented letter to present to the faculty members to verify that the student has a disability and needs accommodations. This letter should be presented to the instructor in each course at the beginning of the semester and accommodations needed should be discussed at that time. It is the student’s responsibility to notify his or her professors of the need for accommodation. If accommodations are granted for testing accommodations, the student should remind the instructor five days before the exam of any testing accommodations that will be needed. Disability Services is located in Room 1.610 in the Student Union. Office hours are Monday – Thursday, 8:30 a.m. to 6:30 p.m., and Friday 8:30 a.m. to 5:00 p.m. You may reach Disability Services at (972) 883-2098.

Guidelines for documentation are located on the Disability Services website at <http://www.utdallas.edu/disability/documentation/index.html>

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.

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.

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