

# Course Syllabus

## ACCT6338.0W1 / MIS 6338.0W1 – Accounting Systems Integration and Configuration (with SAP) (on-line)

The University of Texas at Dallas

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### Course Information

#### Course

Course Number Section	<b>ACCT 6338.0W1/MIS 6338.0W1 (on-line) (Course # 84786 / 85068)</b>
Course Title	Accounting Systems Integration & Configuration (with SAP)
Term and Dates	Spring 2015, 1/12/2015 – 5/11/2015

#### Professor Contact Information

Professor	Mary Beth Goodrich, MBA, CPA, CIA, CISA, SAP Certified Associate
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Best way to contact me	<a href="http://www.elearning.utdallas.edu">www.elearning.utdallas.edu</a> (message or discussion postings)
Office Location	JSOM 4.220
Office Hours	Tuesdays / Thursdays from 1:00pm – 2:00pm and by appointment
Other Information	SKYPE: mary.beth.goodrich (please schedule by appointment)
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Teaching Assistant	Yunji (Jimmy) Tang
TA Office Location	JSOM 2.710
TA Office Hours	Mondays: 2:30pm – 4:00pm, Tuesdays: 1:00pm – 4:00pm Thursdays: 8:00am – 12:00am, 1:00pm – 7:00pm

#### **About the Instructor**

Please listen to Introduction in Course on eLearning and see the Introductions area of Discussions and check out my Twitter at @CPAknowsSPRO and my author bio at: <http://epistemypress.com/authors/marybeth/>

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

Knowledge of financial and cost accounting is essential as the course focuses on how to support the accounting needs of a company. Principles of accounting (ACCT6201 / ACCT6202 or ACCT6305) is required or equivalent knowledge (or instructor approval). You should also have a basic knowledge of information systems. Prior use of SAP is not required.

#### **Note for those planning to take the CPA exam:**

**This course is CPA Eligible for the TSBPA.** If you are considering taking the Uniform CPA Exam through the state of Texas, please note that of the 30-credit hours of upper-level accounting courses required to be eligible to sit for the exam no more than 15 of total 30 hours can be online. The remaining 15 credit hours must result from physical attendance at classes meeting regularly on the campus of the transcript-issuing institution. Please see the Texas State Board of Public Accountancy website at <http://www.tsbpa.state.tx.us/> for additional details.

### **Course Description**

Knowledge of Accounting Information Systems (AIS) is critical for any educated accountant or business professional. Modern accounting is an integration of accounting concepts and technology. Accounting is at the heart of ERP (Enterprise-wide Resource Planning) systems. This course will help students understand how Accounting Information Systems, as part of Enterprise-wide Resource Planning (ERP) systems, automate the capture, processing and dissemination of accounting information to meet a companies' needs. SAP is the #1 ERP Accounting software system. In this class we will be using SAP to demonstrate and apply integrated accounting information systems concepts.

This course will cover many of the SAP modules with an emphasis on SAP's modules related to financial and managerial accounting (known as FI/CO - Financial Accounting and Controlling) to include discussion and hands-on exercises utilizing the chart of accounts, general ledger, journal entries that occur "behind the scenes" as business processes information is entered into an ERP system, reconciliation accounts and subsidiary ledgers, how a company utilizes an enterprise system for management accounting and financial accounting needs, how a company configures and/or customizes an enterprise system such as SAP FI/CO, and more. SAP hands-on exercises will cover various topics including how the SAP system works as a whole, the integrated nature of accounting in ERP, how transactions run through the SAP system and system analysis and design techniques to include how companies can configure, customize and implement SAP to meet their business needs, while ensuring proper internal control exists.

### **Student Learning Objectives/Outcomes**

After this course, you should be able to:

- Explain the benefits of an integrated accounting information system. Explain the integration of accounting with the business side of an integrated accounting information system including writing-out the accounting journal entries happening "behind the scenes". Explain modern practice and ERP (enterprise resource planning) systems and what is next related to accounting systems and enterprise systems.
- Confidence to navigate through key financial transactions within an ERP system. Be able to complete steps dealing with accounting information systems integration and configuration.
- Describe accounting systems analysis and design in standard delivered ERP packages including: table settings, chart of accounts, automatic account assignment, integration of financial accounting and managerial accounting, and overall organizational structure, master data and rules needed for financial transactions to take place.

### **Required Textbooks and Materials**

- **SAP ERP Financials Configuration and Design**, Naeem Arif and Sheikh Mohamad Tauseef, Galileo Press, 2<sup>nd</sup> Edition, 2011, ISBN: 978-1-59229-393-3. (On Reserve # 13419)
- **SAP GUI and eLearning**: In order to take the course, this must be downloaded from ELearning to your own computer or you must have access to use it from the computers in the UTD JSOM computer lab or other UTD labs where it is installed.
- **Homework Exercises**: SAP Exercises will be available electronically and for printing from ELearning in the course (MUST have for Homework) and also at the Copy Center in the Information Center on campus for a small fee. These can also be mailed to you for an additional cost if you are remote. If you are printing, the Copy Center is suggested to save you a great deal of time and expense.

### **Suggested (Optional) course Materials**

- **My book soon to come (sign up for information or early access to chapters for review) ☺:**  
<http://epistemypress.com/books/sapconfig/>
- **Discover SAP ERP Financials**, by Patel, Manish, 1<sup>st</sup> Edition, 2008, ISBN-13: 978-1-59229-184-7 (*good on SAP Theory of FI/CO Functional side / Transactions*)
- **SAP ERP Financials and FICO**, Padhi, Jones & Bartlett, 1<sup>st</sup> Edition, 2011, ISBN: 978-0-7637-8080-7 (*Transactions and Configuration*)
- **Sam's Teach Yourself SAP in 24 Hours**, George W. Anderson, Sam's Publishing, 4<sup>th</sup> edition, 2011 ISBN-13: 978-0-672-33542-6 (*General SAP Overview*)
- **If you find others you like, please let me know! I am always looking for good materials.**

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.

### **Course Policies**

#### *Make-up exams*

Exam windows are firm. Please let the instructor know as soon as possible if you cannot take an exam during the exam window in ample time ahead of time to make arrangements ahead of time. If you do not take an exam and did not make prior arrangements, you will receive a 0 (zero) on the exam.

#### *Extra Credit*

No extra credit work will be given.

#### *Late Work*

Late discussion postings or homework assignments are not accepted in any circumstances. Please make a note of all deadlines to avoid losing points on these. You can turn in any assignments before the deadlines, to balance your work load and ensure meeting deadlines.

#### *Special Assignments*

There will be no special assignments.

#### *Class Participation*

Students are required to login regularly to the online class site. The instructor will use the tracking feature in e-Learning to monitor student activity. Students are also required to participate in all class activities such as discussion board activities, 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 netiquette 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.

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## **Technical Requirements**

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must

be met to enable a successful learning experience. Please review the important [technical requirements](#) on the [Getting Started with eLearning webpage](#).

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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 at: <http://elearning.utdallas.edu>. Please see more details on [course access and navigation information](#).

To get familiar with the eLearning tool, please see the [Student eLearning Tutorials](#).

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. Please use this link to access the UTD eLearning Support Center: <http://www.utdallas.edu/elearninghelp>.

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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 visit the [eLearning Tutorials webpage](#) for video demonstrations on numerous tools in eLearning.

### **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 messages tool. The instructor will reply to student messages or Discussion board messages within 3 working days under normal circumstances.

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## Student Resources

The following university resources are available to students:

### **UTD Distance Learning:**

<http://www.utdallas.edu/elearning/students/cstudents.htm>

### **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/distance.html>.

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## Student Assessments

In this course, I expect that you come to class (if this is the classroom version), regularly log in to eLearning, read all book materials and course notes, listen to PowerPoint presentations (for on-line students, these are also available for classroom students) / listen to all demos for the SAP exercises (on-line and classroom students), complete all homework steps sequentially, and actively engage yourself in this course, such as posting responses to discussion postings, troubleshooting the system, and posting any questions that you may have that are general in nature.

Your active participation will have a direct impact on your success in this course. You will be tested on the knowledge you are gaining from textbook(s) and all methods of learning in eLearning. You need to have discipline to stay up with course work and what is expected. I look forward to getting to know you better. Please let me

know any comments or questions you have. Your positive approach to this course, as to life in general, will enable you to get the most out of the course. Here's to a great semester!

### Grading Information

#### Weights / Grade Breakdown

	Points
<b>Graded Participation</b>	
Part 1, 2 and 3 Discussion Postings (20 points each)	60
<b>Exams</b>	
Exam #1	100
Exam #2	100
<u>Final Exam (Proctored at Testing Center or other location)</u>	100
Optional Project	If this is completed, you can drop the lowest score of one of the 3 exams if this project grade is higher.
<b>Homework</b>	
4 Homework Assignments (50 points each), 5 assignments, lowest score dropped.	200
<b>TOTAL POINTS</b>	<b>560</b>

#### Grading criteria

Scaled Score		Letter Equivalent
100 – 90%	560 – 504 points	A
89 – 80%	503 – 448	B
79 – 70%	447 – 392	C
Below 69%	Less than 392 points	F

Grades of “-” or will be used in borderline situations using the above grading scale. In order to achieve a grade without a “-” you will need to be in the above ranges.

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

#### *Grading Policy*

Grades will be assessed according to the grading scale above.

#### *Accessing Grades*

Students can check their grades by clicking “My Grades” on the course menu after the grade for each assessment task is released.

#### **Graded Participation**

### **Graded Module Postings**

Participation points will be mainly on troubleshooting the Homework Assignments and also on the course content from the module and / or topics related to that part.

You must have at least 2 value added discussion postings regarding the material – your observations, questions, responses to other student’s questions, responses to my postings of questions, etc. These must be posted during the time frames specified on the syllabus.

Please note: You only need ONE posting for Part 1, 2 or 3 if you have a response to someone’s HOMEWORK related question where you help them successfully troubleshoot the system.

Part 1 Discussion Postings – 20 points

Part 2 Discussion Postings – 20 points

Part 3 Discussion Postings – 20 points

These must be posted during the time frames specified on the syllabus. **NO LATE WORK WILL BE ACCEPTED FOR MODULE POSTINGS.**

### **Assignments**

#### **Posting of Introduction (OPTIONAL)**

You are encouraged to post your introduction (either your own short introduction which must include the following points below or you can use the “Get to Know You” form) in discussions

1. Last Name, First Name, Preferred Name (Nickname); UTD Degree Program (and concentration if any) and Expected Graduation Semester
2. Telephone Number(s); E-mail Addresses; Twitter; LinkedIn Profile
3. College Degrees Earned; Years Earned; Name and Location of the Granting Institution(s)
4. Name of Current Employer; Position or Title; Number of Years or Months with Employer
5. A short statement of short and long term career objectives (What is my dream job?)
6. What I expect out of this course? What topics look most interesting?
7. Your location and time zone (+ or – as related to CST (Central Standard time)).
8. Something interesting about me (picture, etc.)

#### *Virtual Classroom Citizenship*

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

**It is recommended to check into eLearning daily.**

### **Assignments**

#### **Homework Assignments**

The homework assignments will be worth 200 points - 4 individual assignments at 50 points each. There will be 5 homework assignments assigned and you drop the lowest score. You must complete all required parts of lab exercises, in sequential order and homework questions to receive full credit, even if you are not asked a specific question about something in the homework questions.

NOTE: Homework Assignments # 2 – 5 all rely on each other and completion must be done sequentially. Homework 1 must be completed sequentially within that assignment, but does not rely on other homework assignments.

Homework must be submitted through eLearning functionality BEFORE the assigned time. You will receive a zero (0) if an assignment is not turned in by the due date and time. If you wait until the last minute to upload these, eLearning will not accept your submission. With eLearning, you can always turn your homework in early if you

need to, you can turn it in through eLearning messages, regular e-mail, or faxing if you have problems. It is your responsibility to turn in your homework by the assigned time.

Homework you provide must be your own. If you do not complete an assignment (when validated in the SAP system), at a minimum, you will receive zero (0) points for that assignment. In addition to this, your work is subject to university policies associated with academic dishonesty.

### **Optional Project**

The Optional Project Assignment is an optional project that can be completed to replace a test score if it is higher than one of the test scores. Please note that the optional project exercises must be completed sequentially within that assignment, even if homework questions do not require an answer related to all exercises.

### **Assignment submission instructions**

Locate the assignment in your eLearning course. You will submit your assignments in the required file format with a simple file name and a file extension. To submit your assignment, click the assignment name link and follow the on-screen instructions to upload and submit your file(s). For additional information on how to submit assignments, view the [Submitting An Assignment video tutorial](#).

**Please Note:** Each assignment link will be deactivated after the assignment due time. After your submission is graded, you may go to My Grades on the course menu and click the score link to check the results and feedback.

### **Online Tests/Final Exam**

All the exams will be timed, on-line exams. Test #1 and Test #2 on-line tests are open book and open notes, but you need to prepare for them like they were closed book and closed notes. Each exam can be accessed only once and it is a timed exam.

The Final Exam will be taken on-line in the Testing Center or you can arrange a testing center at an alternative location. For the Final Exam, only one (1) page of notes (front and back) will be allowed and must be turned in when the exam is completed.

Please read the on-screen instructions carefully before you click “Begin Assessment”. After each exam is graded and released, the test grade will show up.

If you do not take the exam during the specified testing window, you will receive a 0 on the exam. If you have conflicts with the testing window, you need to let me know as soon as possible BEFORE the testing window closes.

### **Self-Quizzes**

You can access quizzes/exams by clicking the quiz/exam link on the designated page. These are not graded. Please read the on-screen instructions carefully before you click “Begin”. Quizzes can be taken multiple times. These are good to take as some questions from the quizzes will be similar to ones you may see on the exams and you can test your knowledge before and after the respective section of the course is completed.

### **Proctored Final Exam Information**

This course requires a proctored final examination. Local students can now take their exams on-campus at the **UTD Student Success Center - Testing Center** (no fee charge) during **(May 5 – May 11)**. Please see the [UTD Student Success Center - Testing Center Website](#) for more information and check the hours of operation and testing center policies. Please be sure to view and follow the [Test Center Student Guidelines](#). Students can just walk in to the UTD Testing Center to take the exam during the required exam test window as specified. There is no need to submit any paperwork in advance. The UTD Testing Center is located at the McDermott Library

basement (**Room MC 1.304**). When you arrive to take your exam, you will sign in with your **Comet Card** (or a **photo ID & UTD ID number** if you do not have a Comet Card). The testing center seats are available on a first come, first served basis. You're encouraged to take the exam at early part of the test window to avoid any possible time/seat unavailability.

Students who find UTD geographically inconvenient may use a testing service of their choice at a convenient location to have the exam proctored. All exams must be completed within this required exam time window: (**May 5 - 11**). All students must inform the instructor. A proctored exam application **must** be completed before (**March 31**). Please go to the [Proctored Exam Information](#) page to check out **Procedures for Arranging an Individual Proctored Exam** and to access and complete the **Online Proctored Exam application**. Please note students are responsible for any fee charge of their testing services. The UTD Testing Center requests all students strictly follow the proctored exam scheduling deadlines. If any student needs special accommodations, please seek the instructor's approval in advance. If you have any questions about using either UTD or outside testing center service, please email [TestingCenter@utdallas.edu](mailto:TestingCenter@utdallas.edu).

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## Academic Calendar

### TOPICS AND SCHEDULE

**NOTE:** **All assignment are due at midnight on the date specified on eLearning on the date due mentioned on this syllabus.**

This course outline should serve as your guideline for where you should be in the completion of the materials for this course. All course information will be posted in eLearning and it is your responsibility to keep up with the material and submit materials as requested by the time requested.

WEEK	TOPICS		TO DO
Part 1 Graded Discussion Postings (1/12 – 2/8)			
Modules 1 and 2, Homework Assignments 1 and 2			
Module 1 – Importance of ERP to Accounting Information Systems Design			
1 – 1/12	Unit 1	Introduction to Course Evolution of Accounting Systems Introduction and Overview to SAP Accounting SDLC & ASAP Methodology (Part 1 & Part 2) ***Ensure SAP GUI is loaded	FI/CO Config – Ch. 1 (Overview) & Ch. 13 (Implementing SAP ERP Financials)
2 – 1/19	Unit 2	Enterprise Structure (Chapter 2) GBI Exercises Introduction (Theory Behind HW #1) Financials Integration (Part 1 & Part 2) (Chapter 9) Homework: #1 Part A – General Navigation (Global Bike MCC (Multi-Company Code))	FI/CO Config – Ch. 2 (SAP Enterprise Structure) FI/CO Config – Ch. 9 (SAP ERP Financials Integration)
Module 2 – Accounting Systems Integration and Configuration and Financial Accounting in ERP / SAP			
3 - 1/26	Unit 3	FI / CO Big Picture FI / CO Configuration and Customization Hierarchy, Master Data and Rules with Focus on FI Homework: HW #1 Part B – Basic transactions in SAP (Global Bike MCC)	FI/CO Config – Ch. 9 (SAP ERP Financials Integration) (cont.)
4 – 2/2	Unit 4	General Ledger in ERP Systems (Classic General Ledger)– (Part 1 & Part 2) New General Ledger Asset Accounting (Part 1 & Part 2) Start HW #2 Phase I GBI – FI / CO (Phase I Demos) (GBI SCC (Single Company Code) Configuration Client)	FI/CO Config – Ch 4. (New G/L) FI/CO Config – Ch. 7 (Asset Accounting)



			HW # 1 Due 2/2
5- 2/9 – 2/16		Test #1 (On-line) (Window 2/9 – 2/16)	(Complete by midnight 2/16)
<b>Part 2 Graded Discussion Postings 2/9 – 3/22)</b> <b>Modules 3 and 4, Homework Assignments 3 and 4</b> <b>Module 3 – ERP / SAP Integration with Accounts Payable</b>			
6 – 2/16	Unit 5	Global Settings for FI (Chapter 3 – Part 1 & Part 2) Accounts Payable (Chapter 5 - Part 1 & Part 2) Materials Management (MM Module) “Buy” to FI Integration with Accounting (Accounts Payable) Hierarchy, Master Data and Rules for MM to FI (Part 1 & Part 2) Materials Management to Accounts Payable Business Process Integration Start HW # 3: Phase II GBI MM to FI Integration (Phase II Demos)	<b>FI/CO Config – Ch. 3</b> (Global Settings for FI) & Ch. 5 (A/P)
7 – 2/23		Unit 5 (cont.) HW # 3: Phase II GBI MM to FI Integration (Phase II Demos) (cont.)	HW #2 due 2/23
<b>Module 4 – ERP / SAP Integration with Accounts Receivable and Period-End Closing and SAP Reporting Tools</b>			
8 – 3/2	Unit 6	Accounts Receivable (Chapter 6 – Part 1 / Part 2) The Sales Order Process Logistics (SD Module) “Sell” Integration with Accounting (Accounts Receivable) Hierarchy, Master Data & Rules - SD to FI (Part 1 & Part 2) SD to A/R Business Process Integration Start HW #4: Phase III GBI SD to FI Integration (Phase III Demos)	<b>FI/CO Config – Ch. 6</b> (A/R)
9 – 3/9	Unit 7	Period-End Closing (Chapter 11) Period-End Case Study SAP Reporting Tools (Chapter 12) HW #4: Phase III GBI SD to FI Integration (Phase III Demos) (cont.)	<b>FI/CO Config – Ch. 11</b> (Period-End Closing) & Ch. 12 (SAP Financials Reporting) HW #3 due 3/9
10 – 3/16		SPRING BREAK	ENJOY ☺
11 – 3/23		Test #2 (On-line) (Window 3/23 – 3/31)	Complete by midnight 3/31
<b>Part 3 Postings (3/23 – 5/4)</b> <b>Modules 5 and 6 and Homework Assignments 5 and 6</b> <b>Module 5 – Managerial Accounting and Production Integration with Accounting</b>			
12 – 3/31	Unit 8	Controlling in SAP ERP Financials (Chapter 8 Lecture (Part 1 / Part 2) Controlling (CO Module) “Track” High Level (Part 1 & Part 2) Production Planning and Execution (PP) Process Integration with Accounting Start Homework: # 5 Phase IV SD to FI (Phase IV Demos)	<b>FI/CO Config – Ch. 8</b> (Controlling (CO) in SAP ERP Financials) HW #4 Due 3/31
13– 4/6	Unit 9	Cost Center Accounting (CCA) Internal Order Accounting (I/Os) Profitability Accounting (Profitability Analysis (CO-PA) and Profit Center Accounting (PCA)) Homework: # 5 Phase IV SD to FI (Phase IV Demos) (cont.)	
14 – 4/13		Governance, Risk and Compliance in ERP Systems (Part 1 & Part 2) (Guest lecturer, Bryan Wilson, Acumen Control ERP)	HW #5 Due 4/13

		Optional Project	
<b>Module 6 – Control and Quality of Accounting Information Systems / ERP</b>			
<b>15 – 4/20</b>	<b>Unit 10</b>	What's Next? What do I do with this knowledge of SAP? REVIEW FOR FINAL (POSTED IN DISCUSSIONS)	Optional Project Due <b>4/20</b>
	<b>Cumulative Final Exam - On-line Exam</b> <b>Testing Window (5/5 – 5/11)</b> Please register your test time at the testing center. If you want a weekend time, do this early. Check their times at <a href="http://www.utdallas.edu/studentsuccess/testingcenter/">http://www.utdallas.edu/studentsuccess/testingcenter/</a>		

**FI/CO Config. – SAP ERP Financials Configuration and Design Book**

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

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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.

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## Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. A link to an online instructional assessment form will be emailed to you for your confidential use.

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## University Policies

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

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