

Course Syllabus

ACCT 6341 – Planning, Control & Performance Evaluation

Naveen Jindal School of Management
The University of Texas at Dallas

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Course Information

Course Number/Section **ACCT 6341.0W1 (On-Line)**
Course Title **Planning, Control & Performance Evaluation**
Term and Dates **Summer 2016 (5/23/2016 – 8/10/2016)**

Professor Contact Information

Professor **Mary Beth Goodrich**
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Other Phone (214) 282-2156 (Urgent or time sensitive-text or call- 8:00am – 8:00pm only)
Email Address goodrich@utdallas.edu
Best way to contact me <https://elearning.utdallas.edu/> (messages or discussion postings)
SKYPE mary.beth.goodrich
Twitter @CPAknowsSPRO / @GuoFuMeiCPA
Fax Number (972) 883-6811
Office Location JSOM 4.220
Office Hours By appointment
Teaching Assistant TBD
TA Office Location TBD
TA Office Hours TBD

About the Instructor

Please listen to Introduction in Course on eLearning and see the Introductions area of Discussions to meet your class community / potential team members this semester.

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

Prerequisite: ACCT 6305 / principles of accounting or instructor consent. Basic knowledge of financial and managerial accounting is essential.

Course Description

This course will rely heavily on lectures as well as chapter material, case study analysis and discussions on cases to allow application of concepts related to planning, control and performance evaluation to a variety of business situations. Each student must take ownership for course preparation in all these areas. A strong basic knowledge of financial and managerial

accounting is essential to ensure application of accounting concepts at a strategic level is successfully executed in this course.

Student Learning Objectives/Outcomes

The main learning objectives are:

- Explain the management control environment, the typical management control process, and how management control is applied in a variety of business structures to include multinational organizations, service organizations, not-for-profit organizations, and/or organizations that are single industry, related diversified or unrelated diversified firms and management control of projects.
- Explain the importance of strategies on the organization, organizational behavior and impact of “tone at the top” on the entire organization and the importance of responsibility center accounting. Describe the concepts of profit centers and business units, what transfer pricing is, and various ways that assets are measured and controlled.
- Explain, describe, and apply the typical management control process which includes strategic planning, budget preparation, analyzing performance reports, performance measurement, management compensation and the feedback loop for continuous development of these processes. Explain how integrated accounting information systems as part of enterprise resource planning systems, such as SAP, can help achieve the goal of efficient and effective management control of operations.
- Apply all concepts mentioned above to various types of organizations to include service organizations, multinational organizations, not-for-profit organizations, and organizations that are single industry, related diversified or unrelated diversified firms and also management control of projects within the organization.

Required Textbooks and Materials

Textbook: Management Control Systems, 12th Edition, McGraw-Hill/Irwin, 2007, Anthony / Govindarajan, ISBN: 0073100897

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 introductions or module postings are not accepted in any circumstances. Group work, including teaming evaluation forms lose points for each date they are late as noted in the Team Case Materials posted in the course. 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 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 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. 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 see [communication tool information](#).

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 reply to student emails 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/distlearn/disted.htm>.

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Student Assessments

In this course, I expect that you read all chapter material, course notes, listen to lectures, understand high level concepts on all presented cases and actively participate on the team activities and discussion postings activities, and actively engage yourself in this course.

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 all methods of learning. I hope that you enjoy the flexibility that this on-line course will give you to self-pace yourself, but with this in mind, you need to have discipline to stay up with course work and what is expected of you. 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
Test #1	100
Test #2	100
Final Exam (must be taken at the Testing Center or a Proctored Facility in the location where you are if not in Dallas)	100
Posting of Introduction in discussions during first week (can use guidelines in Syllabus or "Get to Know You Document" in e-Learning)	5
Graded Module 1 Case Postings	15
Graded Module 2 Case Postings	15
Graded Module 3 Case Postings	15
Team Case Study Research, Analysis, Presentation and Facilitation (See Team Case Materials posted in course)	100
Individual Effort on the Team Case (See Team Case Materials posted in course)	50
TOTAL POINTS	500

Grading criteria

Scaled Score	Letter Equivalent
100 – 90% 500 – 450 points	A
89 – 80% 449 – 400 – points	B
79 – 70% 399 – 350 points	C
Below 69% Less than 350 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” under Course Tools after the grade for each assessment task is released.

Graded Participation/Discussions

Posting of Introduction

You must 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 by the due date and time. This is worth up to 5 points, assuming you provide all required questions below.

You will receive –2 points for one day to one week late or -5 points (grade of 0) if later than one week.

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
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 career objectives (What is my dream job?)
6. What I expect out of this course? What topics or cases look most interesting?
7. Hours during the week when available to collaborate with my team on the team project (remember this does not need to be in-person and for some students cannot be)
8. Your location and time zone (+ or – as related to CST (Central Standard time)).
9. POST YOUR PICTURE: Our class is a network in and of itself. Post a picture of yourself to your eLearning profile so that students in class, as well as the TA / Instructor, can know you better.**
10. SHARE YOUR TWITTER ACCOUNT: Post your Twitter Account name. Social media is a great way to differentiate yourself. Please set up a Twitter account, then follow me at @CPAknowsSPRO and @GuoFuMeiCPA and spend some time discovering and following companies of interest and building your brand.**
11. SHARE YOUR LINKED-IN ACCOUNT: Post your LinkedIn Account link. If you do not have one, you need to set it up. Personalize it for more impact! (HINT IF YOU ARE THE FIRST ONE TO POST HOW TO “PERSONALIZE” IT WITH CLEAR DIRECTIONS / SCREEN SHOTS TO MAKE IT EASY (in INTRODUCTIONS), YOU WILL GET +2 BONUS POINTS).**

Questions 9, 10 and 11 are worth 2 points in total. If only 2 of 3 of these are done, -1.

Graded Module 1, 2, AND 3 Discussion Postings

Your active participation will have a direct impact on your success in this course. I encourage you to actively participate on the case studies that are presented.

There are 3 Modules of the course. In each Module, you must have at least 3 value added discussion postings related to the CASES (DISCUSSION CASES AND/OR TEAM CASES) in the related GRADED MODULE POSTING sections. These must be posted during the time frames specified on the syllabus and must be posted on 3 DIFFERENT CASES so you are demonstrating that you are keeping up with the course throughout the semester and not just visiting the discussion board one time each module. The number of discussion postings should not be excessive and should be relevant to the course content (you can post more than 3 for each Module). The grading for this will be up to 5 points for each value added posting up to 15 points for each part. Remember the 3/3/3 rule and that may help you (3 postings on 3 different cases, on 3 different days!). The postings on your Team Case can count for one of the required postings in the Module in which your Team Case resides. If postings are all on the same day, you will lose points. I want you to demonstrate you are actively keeping up with material in the course throughout the semester.

Grading will be as follows:

Module 1: 15 points (minimum 3 postings on 3 different cases on 3 different days)

Module 2: 15 points (minimum 3 postings on 3 different cases on 3 different days)

Module 3: 15 points (minimum 3 postings on 3 different cases on 3 different days)

Note: You will not be tested on detailed concepts on the cases, but cases may be used to explain or test high-level concepts you should have learned from the book and lectures and may be used as examples. If there is a lecture associated with a Case (such as Case 10-1 and 13-3, you will be tested on the material from these lectures.

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

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 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.

It is recommended to check into eLearning daily.

Team Case Study / Research, Analysis, Presentation and Facilitation (100 points)

Please see Team Case Materials posted in the course. To apply concepts, there will be a team case study related to aspects of the course on a variety of planning, control and performance evaluation related topics.

The instructor uses a group sign-up sheet to form groups for group assignments or projects. You can sign up for the group that you are most interested in. If you do not sign up for a group of your preference, you will be assigned to a group. 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 the [Web Conferencing page](#) for instructions on making a reservation and other web conference information.

Individual Effort on the Team Project (50 points)

Please see Team Case Materials posted in the course.

Each person will complete a Teaming Evaluation Form on all team members so the instructor can get an idea of the level of performance of each team member. This process will be used to ensure people receive a grade based on their level of participation on the team. Please note your grade can be adjusted significantly downward if your performance is less than satisfactory as observed by the Instructor and/or Team Members across the board or in some cases.

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.

The assignment(s) will be subject to submission and examination using the integrated plagiarism detection tool called [Turnitin](#) by the Professor.

Online Tests

All the exams will be timed, on-line exams. The on-line tests are open book and open notes, but you need to prepare for them like they were closed book and closed notes. The final exam must be taken at the UTD testing center or an approved proctoring facility. Each exam can be accessed only once and it is a timed exam. Please read the on-screen instructions carefully before you click "Begin Assessment". After each exam is graded and released, you may go back to the Assessments page and click "View All Submissions" to review your exam results.

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

There will be several self-quizzes available for you to take. These are not graded. However, they must be taken by the due dates provided and will close up on the due date. These are good to take as some questions from the quizzes will be similar to ones you may see on the exams and can test your knowledge once the respective section of the course is completed.

Each quiz (on the subject matter for the Units) can be accessed multiple times within the scheduled time window. If you do not take the quiz before the quiz window closes, you will not be able to access it. It is recommended to take these before and after you cover the related material.

You can access quizzes/exams by clicking the Assessments link on the course menu or see the quiz/exam icon on the designated page.

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Academic Calendar

TOPICS AND SCHEDULE

NOTE: All assignment are due at Midnight CST (Central Standard Time) on the date due.

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 of	Unit	Topics	All Due Dates
Module 1 – The Management Control Environment Graded Module Postings must be completed from (5/23 – 6/19)			
1 – 5/23	1	Syllabus Overview of Planning, Control and Performance Evaluation and entire	Post your Introduction and Sign-up for teams by 5/30 NOTE: You can have a

		<p>course topics</p> <p>The Nature of Management Control and Management Control Systems (Read Chapter 1)</p> <p>Find 1-3 people you would like to work with on the Team Case Presentation and SIGN-UP or I will assign teams.</p> <p>Discussion Cases: 1-2</p>	<p>team of 2 if you select a Module 1 case! Team of 2 is not guaranteed for Module 2 and 3 cases. Please sign up and elearning email me to let me know if you want a Module 1 case with a smaller sized team!</p>
2 – 5/30	<p>2</p> <p>3</p> <p>4</p>	<p>Understanding Strategies (Read Chapter 2)</p> <p>Finalize teams for team case studies and presentations</p> <p>Blackboard Collaborate Webinar to discuss course / answer questions (Wednesday, 6/1 12:00pm- 1:00pm, CST) – Details on eLearning</p> <p>Discussion Cases: 2-1, 2-2</p> <p>Behavior in Organizations (Read Chapter 3)</p> <p>Discussion Cases: 3-3</p> <p>Responsibility Centers: Revenue and Expense Centers (Read Chapter 4)</p>	<p>Module 1 Cases Due for FREE feedback eLearning emailed to instructor by 6/1</p>
3 – 6/6	<p>5</p> <p>6</p>	<p>Profit Centers (Read Chapter 5)</p> <p>Discussion Cases: 5-1</p> <p>Transfer Pricing (Read Chapter 6)</p> <p>Discussion Cases: 6-4</p>	<p>Team Case Discussions start and Module 1</p> <p>Potential Team Case(s): 3-1, 4-2, 5-2 6-2, 7-1 (Part 1, 4-7 only), 7-2 due in ASSIGNMENTS by 6/6</p>
5 – 6/13	7	<p>Measuring and Controlling Assets Employed (Read Chapter 7)</p> <p>Discussion Cases: 7-7</p>	<p>Module 2 Cases Due for Free Feedback on 6/13</p> <p>Take all Module 1 Self-Quizzes.</p> <p>Module 1 Teams post summary points in Discussions 6/17 – 6/19</p>
6 – 6/20		<p>Test #1 (Chapters 1, 2, 3, 4, 5, 6 and 7 all related discussion cases and student-presented cases)</p> <p>(Test window 6/20 – 6/25)</p>	<p>Part 1 Teaming Evaluations due on 6/20</p> <p>Test due 6/25</p>
<p align="center">Module 2 – The Management Control Process</p> <p align="center">Discussion Postings must be completed from (6/20 – 7/17)</p>			
7 – 6/27	8	Topic #1: Strategic Planning (Read	Team Case Discussions

		Chapter 8) Topic #2: Budget Preparation (Read Chapter 9)	Start and Module 2 Potential Team Case(s): 8-2; 9-2, 10-1 (I only), 10-3, 11-4 and 12-4 due in ASSIGNMENTS on 6/27
9 – 7/4	9	Topic #1: Analyzing Performance Reports (Read Chapter 10) Topic #2: Performance Measurement (Read Chapter 11)	Module 3 Cases Due for Free Feedback on 7/5 Take all Module 2 Self-Quizzes.
10 – 7/11	10	Management Compensation (Read Chapter 12)	Module 2 Teams finish discussions and post summary points in Discussions 7/15 – 7/17
11 – 7/18		Test #2 (Chapters 8, 9, 10, 11, 12 and all related discussion cases and student-presented cases) (Test window 7/18 – 7/23)	Module 2 Teaming Evaluations due on 7/18 Test due 7/23
Module 3 – Variations in Management Control Discussion Postings must be completed from (7/18 – 8/6)			
12 – 7/25	11	Topic #1: Multinational Organizations (Read Chapter 15) Topic #2: Controls for Differentiated Strategies (Read Chapter 13) Topic #3: Service Organizations (Read Chapter 14)	Case Discussions start and Module 3 Potential Team Case(s): 15-1, 15-5, 13-4, 14-3, 14-5, 14-6, 16-1 due in ASSIGNMENTS 7/25
13 – 8/1	12	Management Control of Projects + Project Appraisals (World Bank) (Read Chapter 16) Review Module 3 and Cumulative Materials.	Take all Module 3 Self-Quizzes. Module 3 Teams finish discussions and post summary points in Discussions by 8/4 – 8/6 Module 3 Teaming Evaluations due on 8/7
FINAL EXAM – 8/7 – 8/10		Cumulative Final Exam (Testing Center or a Proctored Facility)	Take Final Exam – 8/7 – 8/10

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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. An online instructional assessment form will be made available for your confidential use. Please look for the course evaluation link on the course Home Page towards the end of the course.

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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

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.

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.

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. Case Write-ups – Zero for the Assignment**
- 2. Presentations – Zero for the Assignment**
- 3. Group Work – Zero for the Assignment**
- 4. Tests – F for the course**

You are responsible to read all regulations at: <http://www.utdallas.edu/judicialaffairs/index.html>

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.

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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