

**ACCT 6373-001: Advanced External Auditing
Fall 2016
Course Syllabus**

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Instructor Profile: I am a CPA registered in Texas and completed my MBA from Bentley University, MA. My work experience includes, close to 9 years of Public Accounting with PricewaterhouseCoopers in India and US, consulting and corporate accounting in the software, retail and healthcare industries. I'm excited to bring my work experience to the classroom and help prepare my students to meet the work force expectations for their career search and development.

Class Schedule: T/Th 10:00 – 11:15 p.m. JSOM 2.717

Office Hours: Tuesdays 4 - 6 pm

Teaching Assistant: Tyler Cotter
Email: txc121430@utdallas.edu

Class Notes, Homework Assignments, Quizzes, and other relevant information available at:
<http://elearning.utdallas.edu>

Course Prerequisites

ACCT 4334 or ACCT 6334 - Auditing

Course Description

Advanced external auditing (3 semester credit hours). Includes credit for one (1) research credit hour.

This course is an extension of ACCT 4334/6334 with the addition of research requirements and assignments of the type that auditors perform in public practice. Designed as a heavily participative seminar-style course, content is balanced across lecture, class discussion, research and student presentations. The subject matter includes the role and responsibilities of public accounting practitioners and firms in providing audit and other attest and/or assurance services. Emphasis is on services to SEC registrant (publicly-traded) companies including audit challenges associated with complex accounting and the necessity to assess audit risk under conditions of uncertainty.

The course consists of **three components**: a) a detailed look at the professional standards published by the PCAOB and those separately promulgated by the AICPA; b) student performance in selected auditing areas using a company as client; and c) a significant research project which culminates in a written report and an oral presentation by students. Research may be drawn from accounting and auditing standards,

across different industries, practical issues in auditing multinational companies, or professional responsibilities associated with attest services.

The course is planned as both education and development of students' audit experience, judgment and technical communication skills, all of which are essential to a successful career in assurance services within the public accounting profession.

Student Learning Objectives/Outcomes

Learning Goal or Objective	Learning Outcome or Assessment
Extend understanding of auditing standards and the application of audit procedures to situations found in publicly-traded entities	Multiple choice questions in Tests and Final exam. Active participation in class discussions of weekly topics and/or assigned material.
Refine students' understanding of audit risk assessment, planning of audit procedures, and documentation of understandings with clients.	Group projects where students work in conformity with professional standards and class participation
Extend understanding of the auditors' responsibility to collect and evaluate audit evidence.	Development of audit documentation as required in Projects, Quizzes and Final exam
Develop familiarity with research of the scope and application of auditing standards to difficult accounting situations requiring research of underlying accounting standards, interpretation of client's application of such accounting standards and, based on the accounting research, development of audit procedures associated with the area of complex accounting.	Research project which requires Development of research report, flowcharts or other graphic descriptions of applicable GAAP and audit procedures corresponding to the application of accounting/auditing standards researched.
Enhance students' written communication and oral presentation skills	Development and written and oral presentation of research and group project reports and/or enforcement actions

Required Textbook

Textbook: **Karen L. Hooks, *Auditing and Assurance Services: Understanding the Integrated Audit***

Textbook Option 1: Traditional hardcover version: ISBN # 978-0-471-72634-0

Textbook Option 2: eText: ISBN # 978-0-471-57130-9

Case pack: **Michael C. Knapp, *Contemporary Auditing: Real Issues and Cases***

Textbook Option 1: Traditional hardcover version: ISBN # 978-1-337-32239-3

Textbook Option 2: eText: ISBN # 978-1-337-39649-3

Important Dates

August 23	Tuesday	First day of ACCT 6373 class
September 7	Wednesday	Last day to drop course without a "W"
September 13	Tuesday	Quiz 1 due
September 13	Tuesday	Team member names & proposed projects due
October 13	Thursday	Guest Speaker – Attendance is mandatory!
October 18	Tuesday	Group projects on Fraud due

October 18 & 20	Tuesday & Thursday	Class presentations of Fraud projects
October 25	Tuesday	Quiz 2 due
November 21-24		Fall Break, no class
November 29	Tuesday	Group projects on comprehensive audit due
November 29 & Dec 1	Tuesday & Thursday	Class presentations of audit projects
December 13/15	Tuesday/Thursday	FINAL EXAM (tentative)

Grading Policy

The overall course grade will be comprised of the following (no extra credit is available):

Quizzes (2).....	10%
Final Exam.....	25%
Fraud Research Paper	20%
Group project on comprehensive audit.....	25%
Class participation including case studies.....	<u>20%</u>
	100%

Final grades will be assigned as follows:

100-90%	A
89-80%	B
79-70%	C
Below 70%	F

Research Projects

A grading rubric will be attached for both projects in Turnitin, which the students can refer to, for details to be included under each area for the papers.

Fraud Research Paper (100 points): Students will group into teams of 4-5 members. Teams should submit the member names to the Professor by the due date. Team #s will then be assigned to each team. Only 1 team member will be required to submit the group research paper via eLearning using **Turnitin**, by the applicable due date. Research papers **should not exceed 5 pages** (not less than a font size of 10 and 1½ line spacing) and should include the following:

- Group #/Student names/Course # & Section/Semester & Year (as a Header or Footer in all pages)
- Executive summary (**10 points**)
- Company profile (**10 points**)
- Audit/ethical issue and how it was discovered (**10 points**)
- PCAOB/SEC Ruling – the penalty in \$\$, if any and the judgment (**10 points**)
- Audit procedures using related Audit guidelines (SAS, GAAS) and documentation you recommend to **prevent/detect** such an issue (NOT address the fraud after it has occurred). These procedures should identify SPECIFIC controls tests, substantive and analytical procedures that relate to the audit/fraud issue. Any calculations related to materiality limit, audit risk % etc., should be included here. **DO NOT** list recommendations for the company re: ICFR. (**50 points**)
- Class presentation (**5 points**)
- References: include links to news articles from websites/journals, SAS, GAAS provisions (**5 points**)

Classroom presentations of the research paper cannot exceed 15 minutes. All members need to present.

Integrated Audit (100 points): Same teams for the Fraud Research will work on the audit project. Project grades include a **member evaluation form** where each student has to assign % for participation level. The total % allocated under each category, for all members should add to 100%. The evaluation points will be allotted on a scale of 4-0,

based on the totals for all team members. Please note: **the student should not evaluate themselves as part of this form.**

One group member will submit the written project report for the group and all group members will be able to view the results and feedback once graded. Failure to submit the project by the deadline will result in a grade of zero for the project. Project reports **should not exceed 8 pages** (page limit excludes Financial Statements and References attached) and should include the following information:

- Team #/Course # & Section/Semester & Year (as a Header or Footer in all pages)
- Cover Page with Team # and names of members,
- References.

Classroom presentations of the team project cannot exceed 15 minutes and will discuss only one of the selected cycles, along with company, industry background and other relevant matters. All members need to present.

The Audit project requires the following:

1. Choose a company from any of the given industries: Healthcare/Hospital, Hi tech (software, Pharmaceutical, Biotech...), Government Contractors, Retail, Investment Companies or Banking.
2. Provide content for Permanent Working Papers for this engagement i.e. a brief background of the selected Company, the industry environment, specific regulations if any that may be subject to risks, Auditor's Audit risk. **(15 points)**
3. Include a comparative set of Financial Statements – Income Statement, Balance Sheet, Statement of Cash Flows and Notes to Financial Statements relating only to the cycles selected below for Notes. **(5 points)**
4. Draft a Letter of Engagement in the required format. It is sufficient to include only i) the title/position to whom addressed, ii) introduction, iii) fees and iv) concluding paragraphs **(5 points)**
5. Select any 3 of the following cycles: Revenue, Fixed Assets, Inventories, Intangibles, Accruals (Payroll, Purchases...), Investments, Accounts Receivable, Derivatives or Research & Development Costs.
6. For each of the selected cycles:
 - a. Assume the team is the Engagement Manager; prepare a Staffing Schedule, to include the number of staff, designations of each staff member (new, experienced or senior associate, intern etc..) and the hours allocated to each cycle and in total for the engagement **(5 points)**
 - b. Describe the process of the accounting cycles selected (not the audit procedures) – flowcharts/other pictorial presentation is preferable to written narrative. This is a creative and fictional part, use your imagination! **(10 points)**
 - c. Identify and assess risk of material misstatements **(10 points)**
 - d. If using the work of Internal Auditors/ past auditors, specify the controls relied on and procedures adopted to justify such reliance. Otherwise, identify controls selected, tests performed and results of such tests **(10 points)**
 - e. List the audit evidence requested (PBC), substantive procedures, including those for Subsequent Events, to be performed **(15 points i.e. 5 for each)**
 - f. Describe the results of such procedures – were any exceptions or unusual matters identified, if so, how were they resolved? **(5 points)**
 - g. Draft communication to the Audit Committee relating to such matters described in f. above or any internal control deficiencies identified and recommendations to improve them, as noted throughout the engagement **(5 points)**

- h. Items to be included in the Management Representation Letter (*2 points*)
7. Audit Report - It is sufficient to include only i) the title/position to whom addressed, ii) introductory and iii) opinion paragraphs based on what report you choose to issue - Unqualified, Qualified, Adverse, Disclaimer etc. (*4 points*)
 8. Evaluation Form for member participation (*4points*)
 9. Class Presentation (*5 points*)

Class Procedure

Classroom attendance is critical to your success in this course.

Class sessions will be a combination of lecture, case studies, and discussion. Students should bring to each class session a printed copy of that day's lecture notes (available on eLearning prior to each class). The material covered in-class will follow the lecture notes, which are designed to clarify and complement the text material. It is important that you read the assigned chapter in the textbook **before class** (see the "Assignment Schedule"). However, ***audit issues discussed and solved in class will not be posted on eLearning***. In case of a missed class, these may be collected in the subsequent class or requested from a classmate. Requests for these to be emailed to student will not be entertained. Please keep phones turned off. Recordings of class lectures are not allowed. ***Class participation, especially for case studies is strongly advised as this is a significant part of the course grade.***

Quizzes Grade

There will be approximately **2 quizzes** during the semester, each worth 5 points. Because the quizzes are take-home and available on eLearning, **no late quizzes will be accepted** and there will be no opportunities to makeup missed quizzes.

Exams

Exams will be in-class and closed book/closed note (***EXAMS ARE 100% INDEPENDENT WORK!***). Concepts from chapter notes and quizzes will be included on the exam. **The Final Exam will be a cumulative exam covering ALL topics in this course.**

You are not permitted to use any electronic communications devices during the exam. This explicitly includes cell phones, pagers, computers, iPads, and other advanced electronic devices. I will consider it cheating if a cell phone or other electronic communication device is used and/or visible during the exam. All forms of cheating are expressly prohibited and will result in referral to Judicial Affairs for punishment. **You are not permitted to copy or otherwise reproduce the exams at any time.** This includes taking pictures of the exam with your cell phone or other device while taking the exam or when reviewing graded exams in class. Textbook/notes and other reference materials cannot be kept open during tests and exams. **Restroom breaks will not be allowed during tests/exams.**

All students are required to present proof of identification at the time of the exam. Acceptable documentation must include picture identification such as an official UTD Comet Card, Passport, or State approved driver's license.

Unless you have prior approval from the instructor, you must take the exam in the section for which you are registered.

Calculator usage during the exam is limited to 4-function calculators only. For those students who prefer not to purchase their own, I will provide 4-function calculators for their use during the examination. All students should bring a Form 882 Scantron to each exam.

Exam Make-up Policy

Students **MUST** take all exams. Make-up exams are given **only** for excused absences, which must be determined **prior** to the exam. Excused absences may be given for verifiable medical or family emergencies or UTD-sponsored activities. Written documentation must be provided to qualify as an “excused absence.” Students who do not show up for an exam without making arrangements with me **prior** to the exam will receive a zero. Failure to take the make-up exam at the agreed time and place will result in a grade of zero. Make-up exams will be different from the exam given in class.

Disposition of exams: As per school policy, exams will be retained for one year and then destroyed.

ASSIGNMENT SCHEDULE

CHAPTER (in the order covered in class)	READING ASSIGNMENT	SUGGESTED QUESTIONS & PROBLEMS
1	An Introduction to Auditing	Key Terms Multiple Choice Questions
2	Overview of an Integrated Audit	Key Terms Multiple Choice Questions 2-32, 34, 35, 40 & 42
3	The Auditor’s Role in Society	Key Terms Multiple Choice Questions 3-30, 38 & 42
4	Legal Environment Affecting Audits	Key Terms Multiple Choice Questions 4-30, 31 & 42
5	Client Acceptance and Continuance and Preliminary Engagement Procedures	Key Terms Multiple Choice Questions 5-22, 34 & 39
6	Audit Planning and Risk Assessment	Key Terms Multiple Choice Questions -
7	Understanding Internal Control over Financial Reporting and Auditing Design Effectiveness	Key Terms Multiple Choice Questions 7-22, 31 & 35

8	Planning and Testing Operating Effectiveness of Internal Control over Financial Reporting	Key Terms Multiple Choice Questions 8-29, 33 & 41
9	Substantive Procedures and the Financial Statement Audit	Key Terms Multiple Choice Questions 9-28, 30, 34, 37 & 40
11	Completing the Integrated Audit and Reporting	Key Terms Multiple Choice Questions 11-25, 31 & 37
Class discussions	PCAOB Enforcement – Read and be prepared to discuss	http://pcaobus.org/Enforcement/Decisions/Documents/Ernst_Young.pdf
‘Class discussions	PCAOB Enforcement – Read and be prepared to discuss	http://pcaobus.org/Enforcement/Decisions/Documents/Yoshida.pdf
Class discussions	Case pack	
*Unless otherwise noted, read the entire chapter in the textbook but exclude appendices (if applicable).		

****Course content is subject to change at the discretion of the Professor.***

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 re-graded;
- 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>

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, programmable 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. Quizzes – Zero for the Quiz**
- 2. 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 UT 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 UT Dallas provides a method for students to have their UT 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 thru Thursday, 8:30 a.m. to 6:30 p.m.; and Friday, 8:30 a.m. to 5:00 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas
Disability Services
PO Box 830688, SU 22
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)
disabilityservice@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

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.

I have read the above syllabus, rules and regulations and agree to abide by them. I understand that any behavior on my part that goes against the above mentioned regulations will subject me to disciplinary action under the Judicial Action Procedures.

Signature of Student

Date

Name of Student (PLEASE PRINT)