ACCT 3322 – Integrated Accounting Information Systems
Online/Blended Course Syllabus
<mark>Changes / Corrections in GREEN</mark>

Course Information

Course Number/Section	**ACCT 3322 – 001 (Goodrich)**
Course Title	**Integrated Accounting Information Systems**
Term	Spring 2017
Class Location	Tuesdays - JSOM 12.210 (Lecture and Tests, Thursdays JSOM 1.211 (Lab)

Professor Contact Information

Professor	**Mary Beth Goodrich, CPA CIA, CISA, SAP Certified Associate**
Office Phone	972-883-4775
Other Phone	214-282-2156 (cell) for emergencies from 8am – 8pm CST only
Email Address	goodrich@utdallas.edu
Preferred Method of Contact	eLearning messages for personal issues / questions
	Discussion board for general class related issues / questions
Office Location	JSOM 4.220
Office Hours	T/Th 10:00am – 11:15am
Twitter	@CPAknowsSPRO and @GuoFuMeiCPA
Teaching Assistant	Luke Cotter (see eLearning announcements for details)

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

Prerequisites: (ACCT 2301 with a minimum grade of C) and (ACCT 2302 with a minimum grade of C) and (MATH 1326 or MATH 2414 or MATH 2419) and (MATH 2333 or MATH 2418 or MATH 2415 or CS 2305 or OPRE 3333). Knowledge of financial and cost accounting is essential as the course focuses on how to support the accounting needs of a company. You should also have a basic knowledge of information systems. Prior use of SAP is not required.

Course Description

This course will introduce the complexity and flexibility of integrated information systems with an accounting information systems focus. General topics include: accounting information systems as part of enterprise resource planning (ERP) systems, business processes and how business process information feeds into the accounting information system to meet the accounting needs of an organization, how companies utilize information systems to help them with decision-making, external financial reporting and internal reporting, enterprise services architecture, use of internet and ecommerce for integrating modern accounting systems within and outside the company, and more. This course employs SAP software to illustrate concepts. The SAP ECC system hands-on exercises will cover various topics including general navigation in SAP, master data, key business/accounting transactions, journal entries, and reporting.

This course will cover many of the SAP modules with an emphasis on SAP's FI/CO Modules (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 the system, reconciliation accounts and subsidiary ledgers, how a company utilizes SAP for management accounting and financial accounting needs, and more. The accounting information system is at the "heart" of modern enterprise systems and we will explore the impact of business processes on tracking and monitoring accounting information.

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.
- Be able to navigate through key financial transactions within the ERP system, SAP.

Required Textbooks and Materials
- **REQUIRED: Discover SAP ERP Financials,** by Patel, Manish, 2nd Edition, 2012, ISBN-13: 978-1-59229-429-9.
- **Proficiency in eLearning** – recommend checking DAILY during the week (grades, e-mail, discussion items, announcements, course notes, and assignments will be out there)
- Other materials will be posted on eLearning, handed out in class, and/or announced as needed as we progress.
- Lab Exercises may be available for purchase at the Copy Center. See eLearning for more details.
- Computer and Internet access (required). Personal laptop, strongly recommended.
- Scantrons for tests (Form No. 882-E).
- Review careers available to Accountants:
  http://jindal.utdallas.edu/academic-areas/accounting/careers-in-accounting/

Suggested Course Materials
- **RECOMMENDED ONLY: Sam's Teach Yourself SAP in 24 Hours,** by Anderson, Rhodes, Davis, Dobbins & Jenzer, Sam's Publishing, 3RD Edition, 2009, ISBN-13: 978-0-13-714284-2 or ISBN-10: 0-13-714284-6.
- **RECOMMENDED ONLY: SAP FI / CO Questions and Answers**, by V. Narayanan, Infinity Science Press, 2008, ISBN: 978-1-934015-22-3.

Textbooks and some other bookstore materials can be ordered online through Off-Campus Books http://www.offcampusbooks.com or the UT Dallas Bookstore http://www.bkstr.com/texasatdallasstore/home. They are also available in stock at both bookstores.

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 http://www.utdallas.edu/elearning/students/getting-started.html#techreqs on the Getting Started with eLearning webpage http://www.utdallas.edu/elearning/students/getting-started.html.

Course Access and Navigation
The course can be accessed using the UT Dallas NetID account at: https://elearning.utdallas.edu. Please see the course access and navigation http://www.utdallas.edu/elearning/students/getting-started.html#courseaccessandnav section of the site for more information.

To become familiar with the eLearning tool, please see the Student eLearning Tutorials http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html.
UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The eLearning Support Center http://www.utdallas.edu/elearninghelp services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

Communication
This course utilizes online tools 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 http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

Distance Learning Student Resources
Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the eLearning Current Students page http://www.utdallas.edu/elearning/students/cstudents.htm for details.

Server Unavailability or Other Technical Difficulties
The University is committed to providing a reliable learning management 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 provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online eLearning Help Desk http://www.utdallas.edu/elearninghelp. The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Assignments & Academic Calendar
[Topics, Reading Assignments, Due Dates, Exam Dates]

The topics to be covered and schedule is subject to change at the instructor's discretion. Changes will be announced in class and/or will be posted on eLearning. Please check eLearning frequently and obtain notes related to the in-class activities for use on class day.

Topics and Schedule

	In Class Activities	**To Do by today**
Week 1: 1/10 & 1/12	Syllabus Class Introduction and Overview Integrated Accounting Information Systems SAP Basics / SAP Business Functions and Processes	SAP Financials: Ch. 1 - Overview
Week 2: 1/17 & 1/19	**Topics:** Evolution of Accounting Information Systems Modern Integrated Accounting Information Systems – financial accounting and managerial accounting components **Lab Time:** Loading SAP GUI, General Navigation in SAP, eLearning walk-through	Det. your eLearning ID & password BEFORE this class. Log onto eLearning to find out what your SAP ID is? SAP Financials: Ch. 2 General Ledger
Week 3: 1/24 & 1/26	**Topics:** Process Modeling, Process Improvement, ERP Implementations and Implementation Tools, Methodologies and the IMG **Lab Time:** General Navigation and Master Data in SAP	SAP Financials: Ch. 11 – Project Accounting
Week 4: 1/31 & 2/2	**Topics:** Database basics, master data in SAP Taxation and Bank Accounting Review for Test 1 **Lab Time:** Master Data in SAP	SAP Financials: Ch 4. Taxation and Ch. 5 Bank Accounting Homework #1 Due 11:59pm 2/2
Week 5: 2/7 & 2/9	2/7 - Test 1	2/7 - Test 1
Week 6: 2/14 & 2/16	**Topics:** Materials Management (MM Module) "Buy" and accounts payable **Lab Time:** Set-up a vendor, procure from and pay a vendor and related accounting journal entries "behind the scenes"	Fly-A-Kite Chapters 1 & 2 SAP Financials: Ch 3. Receivables and Payables Homework #2 Due 1:59pm 2/16

	Topics / Lab Time	Readings / Homework
Week 7: 2/21 & 2/23	**Topics**: Guest Speaker, Naser Islam (Tentative) on SAP S/4 HANA Supply Chain Management / Production (PP Module) "Make" / How Production Journal Entries occur "behind the scenes" **Lab Time**: Production Logistics (PP)	Fly-A-Kite Chapter 3 SAP Financials: Ch. 12 - Product Costing
Week 8: 2/28 & 3/2	**Topics**: The Sales Order Process Logistics (SD Module) "Sell" (COM Customer Order Management) and Accounts Receivable SAP and Enterprise SOA **Lab Time**: Sales Transactions & related accounting JEs	Fly-A-Kite Chapter 4 SAP Fin.: Ch. 15 - Collections, Dispute & Credit Mgt, Ch. 16 - Cash & Liquidity Mgt, Ch. 17 – Treasury & Risk Mgt. Homework #3 Due 11:59pm 3/1
Week 9: 3/7 & 3/9	**Topics**: SAP Financials / FICO – An overview / review Financial Accounting (FI Module) "Track" Overhead Cost Controlling (overall discussion of CO) **Lab Time**: Chart of Accounts, General Ledger, FI / Journal Entries	Fly-A-Kite Chapter 5 SAP Financials – Ch. 2 General Ledger, Ch. 10 Overhead Cost Controlling Homework #4 Due 11:59pm 3/9
Week 10: 3/14 & 3/16	**Spring Break – No Class / No Lab**	Enjoy!
Week 11: 3/21 & 3/23	**Topics**: Asset Accounting Catch Up Week Review for Test #2 **Lab Time**: Asset Accounting	SAP Financials – Ch. 6 Capitalization of Investments Homework #5 Due 11:59pm 3/23
Week 12: 3/28 & 3/30	**Test #2 - Tuesday**	Test #2 - 3/28
Week 13: 4/4 & 4/6	**Topics**: Human Capital Management (HCM Module) and Payroll Start Controlling Chapter (CO) **Lab Time**: HR and Payroll Processes and link to Accounting	Fly-A-Kite Chapter 6 SAP Financials: Ch. 8 - Payroll Accounting and Ch. 7 - Travel Mgt.
Week 14: 4/11 & 4/13	**Topics**: Controlling (CO Module) "Track" / Business Planning and Controlling More Detailed Chapters **Lab Time**: Controlling – use of management accounting	SAP Financials – Ch. 14 Financial Planning, Ch. 13 Profitability Analysis Homework #6 Due 11:59pm 4/13

	information for decision-making	
Week 15: 4/18 & 4/20	**Topics**: Reporting Basics and Reporting Tools in SAP and Integration with Microsoft Office, ERP and E-commerce What's next for enterprise accounting systems? **Lab Time:** Reporting – with focus on financial accounting reporting and management accounting reports	SAP Financials: Ch. 9 - Consolidation
Week 16: 4/25 & 4/27	Selecting a career and how SAP can help you in any career! / Review for Final / **No Lab Time**	==Fly-A-Kite Chapter 3 Optional Project Due **11:59pm, 4/25 (Optional)**== **– TUESDAY DUE DATE**
==**Week 16:**==	==**FINAL (TIME TBD)**==	

SAP Financials – Discover SAP ERP Financials

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Proctored Final Exam Procedures
If your course has a proctored exam requirement, please see the Student Success Center Proctored Exam website
http://www.utdallas.edu/studentsuccess/testingcenter/proctored_exams/index.html to make arrangements.

COURSE POLICIES / INSTRUCTOR'S EXPECTATIONS:
This course will give you great hands-on experience!
Student Responsibilities – Be Prepared! - *Prior to class*, you should complete assigned readings and homework, read through notes and actively participate in discussions.
> **Individual Participation -** You, individually, and the class, collectively, will benefit from your participation in class discussions. For each class, you should be prepared to participate in a meaningful way. This will help everyone learn more and will make the class a fun experience for all!
> **Attendance -** Class attendance is extremely important and your grades will reflect the amount of time you spend in class/lab (as well at the time you put in outside of class time). If a class is missed, it is the student's responsibility to determine the announcements and material presented in class. Anything discussed in class, whether covered in the text or not, can and will be on the exams.
> **Cell Phones –** Do not use cell phones in class. Cell phones should be turned off or in silent mode when you enter class.

Class Format
Your active participation in discussions will enable you to learn and retain more of the information. I encourage you to actively participate.

Grading Policy

GRADE BREAK DOWN

	Points
Exam #1 (20%)*	100
Exam #2 (20%)*	100
Final Exam (Cumulative) (20%)*	100
Homework (5 at 40 points each) (40%) (Will have HW #1 - #6 and drop the lowest score)	200
TOTAL POINTS	**500**

Optional Project can replace a test score if it is higher.

Grading criteria

Point Range			Letter Equivalent
500	483		A+
482	450		A
Typically not given			A-
449.5	429		B+
428	400		B
Typically not given			B-
399.5	380		C+
379	350		C
Typically not given			C-
349.5	333		D+
332.5	300		D
Typically not given			D-
299 or less			F

Course Policies

Exams

Turn off (or put in silent mode) cell phones during exams. Cell phone use during an exam is an automatic referral for potential academic dishonesty. You can expect exams to cover any material from class discussions, the required books, any notes on eLearning or handed out. Exams may consist of multiple-choice, essay, short answer, or problems.   All exams will be given during the regular class period in our classroom (NOT the lab) starting at the time as per the syllabus. You may be required to present a UTD student identification card or driver's license at any examination. I will have a short review of what will be covered on the exams in a class before the exam.

If you do not talk with me and have an approval for a make-up BEFORE I give the exam you have missed, you will receive a zero (0) for that exam. Please see the policy immediately below on **Make-up Exams**.

Make-up exams

If you have a valid reason to miss an exam (valid as determined by the instructor), please get in touch with me within a reasonably sufficient time BEFORE the exam (in person, through eLearning e-mail or via phone) in order to receive a make-up. For personal illness, please

provide a signed, physician's excuse. With a valid, PRE-APPROVED excuse, you will be given a make-up exam.

Extra Credit
Generally, there are no options for extra credit in the course. It is recommended that you attend all class and lab times to ensure the best grade possible.

Late Work
Please see policies as related to exams, homework assignments, and team projects under those respective areas.

Homework Assignments

Homework Assignments and due dates will be posted in eLearning.

The homework assignments will be worth 200 points - 5 individual assignments at 40 points each. There will be 6 homework assignments assigned and you drop the lowest score. You must complete all required parts of lab exercises in sequential order and homework to receive full credit, even if you are not asked a specific question about something.

Homework must be submitted through eLearning functionality BEFORE the assigned time (PLEASE TURN IN THIS WAY – PREFERRED) or it can be turned in IN PERSON at the beginning of class. If you turn the homework in after the start of class IN PERSON, you will receive –10 points on the homework assignment. No late work will be accepted for ANY homework assignments other than this exception. You will receive a zero (0) if an assignment is not turned in by the due date and time. Do not wait until the last minute to upload these because if you are even a minute late, eLearning will not accept your submission. With eLearning, you can always turn your homework in early if you need to through the ASSIGNMENTS functionality. If you have problem with the ASSIGNMENT, please eLearning email me the assignment..

All homework assignments must be typed and professional (i.e., proper use of spelling and grammar) or points will be deducted. Homework you provide must be your own. If you do not complete an assignment that you said you completed (when validated in the SAP system), at a minimum, you will receive zero (0) points for that assignment. Submitting someone else's work as your own is considered plagiarism and subject to university policies associated with academic dishonesty.

OPTIONAL PROJECT: There will be an OPTIONAL PROJECT that can be done to replace a test score. Details will be given in eLearning.

Contesting a Grade / Grade Records
If you believe there is an error on any grade, please *let the Instructor and Teaching Assistant know in writing (via eLearning e-mail) what you believe may be in error and why you believe it is wrong. This written contest is to be given within 72 hours of the date that the test/individual assignment is returned/ discussed in class and/or posted on eLearning.* If the contest is related to the final exam, you are to present the written contest to me immediately once the grade is posted for your review on eLearning. If there is a mistake, I will correct the grade. All scores for all assignments will be posted confidentially on eLearning.

Exam Retention
I retain all exams. An exam that "walks" away either intentionally or accidentally WILL receive a grade of zero (0) and will be referred to the Dean of Students.

Classroom Citizenship
Golden rule: Do unto others as you would have them do unto you.
Respect others as you would like to be respected.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

"As a Comet, I pledge honesty, integrity, and service in all that I do."

UT Dallas Syllabus Policies and Procedures

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.

Sharing Confidential Information
Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at http://www.utdallas.edu/oiec/title-ix/resources.

Campus Carry
The University's concealed handgun policy is posted on the campus carry website: https://www.utdallas.edu/campuscarry/

Technical Support
If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk: assist@utdallas.edu or call 972-883-2911.

UT Dallas 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 Helpdesk: http://www.utdallas.edu/elearning/eLearningHelpdesk.html.

Field Trip Policies, Off-Campus Instruction and Course Activities
Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and University policies and procedures regarding travel and risk-related activities.

Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed at the UT Dallas Policy Navigator, http://policy.utdallas.edu/utdbp3023, and at http://www.utdallas.edu/administration/insurance/travel. Additional information is available from the office of the school dean.

Student Conduct and Discipline
The University of Texas System (Regents' Rule 50101) 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 UT Dallas online catalogs (http://catalog.utdallas.edu).

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 Student Code of Conduct, UTDSP5003 (http://policy.utdallas.edu/utdsp5003). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at https://www.utdallas.edu/conduct/.

A student at the University neither loses their 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 its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Comet Creed
This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

"As a Comet, I pledge honesty, integrity, and service in all that I do."

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 demonstrates a high standard of individual honor in his or her scholastic work.

Academic Dishonesty: Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

ACCT 3322 Specific Guidelines:

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will generally be recommended by the professor:
1. Homework – Zero for the Assignment (cannot be replaced)
2. Tests – Automatic F for the course

and

THE COURSE CANNOT BE DROPPED IF YOU HAVE BEEN SHOWN TO HAVE
BEEN ACADEMICALLY DISHONEST.

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

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: https://www.utdallas.edu/conduct/dishonesty/.

Copyright Notice
It is the policy of the University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see http://copyright.lib.utexas.edu/copypol2.html. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at http://policy.utdallas.edu/utdpp1043) and the UT System's policy, UTS107 at http://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials.

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. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to http://netid.utdallas.edu.

Class Attendance
Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Withdrawal from Class
The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (http://www.utdallas.edu/calendar) and in the Academic Calendar http://www.utdallas.edu/academiccalendar). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:
- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Office of Community Standards and Conduct request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

Student Grievance Procedures
Procedures for student grievances are found in university policy UTDSP5005 (http://policy.utdallas.edu/utdsp5005). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/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 originated.

Incomplete Grade Policy

As per university policy, incomplete grades may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

AccessAbility Services
It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive an accommodation and would like to request it for this course, please discuss it with your professor and allow one week advance notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact OSA for a confidential discussion. OSA is located in the Student Services Building, SSB 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

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

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments 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 President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code* 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Resources to Help You Succeed
The Office of Student Success operates the Student Success Center (SSC, http://www.utdallas.edu/studentsuccess), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other

academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The Math Lab gives short-term and semester long support for a variety of introductory and advanced mathematics courses. Students may drop in to visit with a math tutor on a regular basis. Comet card is required.

The Writing Center offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The Peer Tutoring program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The Peer-Led Team Learning (PLTL) program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through a potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

Supplemental Instruction (SI) provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The Communication Lab (CommLab) offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

Success Coaches are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies.

The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.