

Revised
Online/Live/Hybrid
Course Syllabus
University of Texas at Dallas
Information Technology Audit and Risk Management

Course Information

<i>Course Number/Section</i>	ACCT 6336
<i>Course Title</i>	Information Technology Audit and Risk Management
<i>Term</i>	Spring, 2020
<i>Days & Times</i>	Thursday 7 PM – 9:45 PM
<i>Room</i>	JSOM 2.717
<i>Professor</i>	Joseph Mauriello CPA, CIA, CFE, CISA, CMA, CRMA, CFSA
<i>Office Phone</i>	972-883-4729
<i>Email Address</i>	Joseph.Mauriello@utdallas.edu . Do not send homework to this Email address only post homework to eLearning. Please correspond in eLearning for any class work.
<i>Office Location</i>	JSOM 3.710
<i>Office Hours</i>	By appointment only.
<i>Other Information</i>	Course Information is posted on eLearning.

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

- Internal Audit (ACCT 6380) or Auditing (ACCT 6334) or concurrent - If you don't have an audit background read Chapter 1 of IT Auditing
- Introductory Management Information Systems course; or
- Comparable undergraduate course work with an emphasis either in Audit or MIS.

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

Course Access and Navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

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

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes 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 [Student eLearning Tutorials](#) webpage 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](#) webpage for more information.

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](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Course Description

This course covers management's role in controlling information technology and addressing the major risks related to technology. Topics include information security, contingency planning, desktop computer controls, systems development controls, computer center operation controls, assurance of information related to on-line, client-server, web-based, internet, cloud computing, virtualization, and other advanced computer topics. Students will learn approaches to evaluating and addressing technology risk throughout the organization from the perspective of internal and external audit in addition to the view of end users. Topics included in the class will include coverage of all areas to prepare students to take the Certified Information Systems Auditor (CISA) exam. This course also is one of the four courses that are part of the Cybersecurity Certificate that is issued as part of a degree or non-degree program at UTD.

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Student Learning Objectives/Outcomes

1. Be able to identify key information technology risks and how to mitigate those risks.
2. Be able to develop a control checklist and key audit steps related to technology risks.
3. Be able to distinguish key user technology risks and controls.
4. Be able identify the key content areas and have knowledge of all areas covered by the Certified Information Systems Audit (CISA) exam.
5. Understand the Cobit 5 from ISACA.
6. Identify sources for research of technology risks and apply those techniques to completion of a technology audit project.
7. Learn those areas of technology risks that are currently of most concern to the IIA, AICPA, ISACA and the boardroom.
8. Be able to distinguish and evaluate key application controls along with auditing of application controls.
9. Identify and evaluate risks in an e-business environment.
10. Understand how to adapt audit coverage to areas of advanced and emerging technologies.

Required Textbooks and Materials

- The text for the course will be “Information Technology Auditing,” Cengage Learning, Copyright 2016, 4th Edition, James A. Hall.
- We will also utilize the Global Technology Audit Guides (GTAG). They are available for free to download or if you prefer you can buy each copy through IIA International for \$25. Soft copies are available from the IIA website and will also be posted on eLearning. Additional GTAG’s may be published during the course that will also be used.
- Student membership of ISACA for \$25 is highly recommended. Information can be obtained from www.isaca.org. Local chapter information and schedule of meetings can be obtained at www.isacantx.org. The UTD student organization IIA/ISACA/ACFE meets every Wednesday at 5:30 with a reception. Membership is \$25 per semester with website www.utdallasisaca.com.
- Each student will be given access to the Protiviti knowledge system as part of the class. Information will be used from the website during class and should also be used as a research tool.

Assignments & Academic Calendar

Topics, Reading Assignments, Due Dates, Exam Dates

The class schedule is subject to change, based on the needs of the students, as determined by the professor. Class will be composed of lectures, discussions, case studies, and discussions of current events.

We will make use of eLearning for class assignments. Also, discussion in class is the best way to learn as many of you bring varied backgrounds to class. We will allow time in class for common questions by the group. Also, eLearning to communicate among other students in the class on the discussion board is a very good way for all to learn and get an answer to questions quickly. All class communication should be either

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in class or through eLearning. Do not send class email to my regular email address other than if it is for advising due to the volume of email.

The course may have numerous handouts which will be posted on eLearning. These will be used to stimulate class discussion. All handouts and discussions are potential exam questions. Numerous presentations will be used to compliment the course with current material.

The tests will include a variety of questions and will most likely be primarily multiple choice.

Other Class Learning Opportunities

Opportunities will arise to attend the North Texas Information Systems Audit and Control Association meetings along with the Dallas Institute of Internal Auditors (IIA) at reduced rates or free to students who are members of the UTD IIA/ISACA/ACFE Student Organization. Meetings are typically on Thursdays or Fridays for both the IIA and ISACA professional chapter meetings.

North Texas ISACA Meetings and Calendar – www.isacantx.org

The North Texas Chapter of ISACA Meetings are recommended. The meetings are free to UTD IIA/ISACA/ACFE Student Organization members, but you still must register at the North Texas Chapter website in advance. The meetings this semester are scheduled on the second Thursday of every month. You need to register ahead of time at www.isacantx.org to attend these meetings. The local ISACA chapter has over 1,600 members and is very important to attend for those serious about pursuing a career in Information Technology Audit. The national website for ISACA is www.isaca.org.

Dallas Chapter of the Institute of Internal Auditors – <http://www.dallasiaa.org/>

You are invited to attend the luncheon meetings of the Dallas Chapter of the IIA for free if you are an IIA International member and a UTD IIA/ISACA/ACFE Student Organization member. These meetings offer you an opportunity to network with audit professionals, hear great speakers, and learn more about what is going on in the Dallas area. The local chapter has more than 2,000 members and is one of the only platinum chapters in the world. Meetings during this semester are on the first Friday of the month.

Other Associations with a Technology Risk Management Focus

The Information Systems Security Association (ISSA) has a focus on security issues and has a local chapter that also meets monthly. The Association of Contingency Planners (ACP) which has a focus on Disaster Recovery Planning is made up primarily of contingency planners and also meets monthly. Both of these organizations are national in scope and have strong chapters in the Dallas Ft. Worth area.

Class Schedule:

The class schedule is subject to change, based on the needs of the students, the availability of guest speakers, and the focus of discussions in class.

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<u>Week</u>	<u>Date</u>	<u>Topic</u>	<u>Assignments</u>	<u>Materials</u>
1	1/16/2020	Introduction to IT Auditing Course -Course Introductions -Syllabus Review -IAEP / Organization Overview		
2	1/23/2020	Introduction to Auditing and IT Control -Information Technology Risk and Controls -Auditing Standards		Hall, Chapter 1 GTAG 1
3	1/30/2020	IT Audit Planning and Managing the IT Audit Function - Management of IT Auditing - Developing the IT Audit Plan	Groups Assigned Assignment 1 - Released	GTAG 4 GTAG 11
4	2/6/2020	Auditing IT Governance Controls - Information Security Governance - Auditing IT Governance - IT Outsourcing		Hall, Chapter 2 GTAG 15 GTAG 17 GTAG 7
5	2/13/2020	Systems Development and Program Change Activities - Change and Patch Management Controls - Auditing IT Projects	Assignment 1 – Due in E-Learning by 11:59pm 2/12/2020	Hall, Chapter 5 GTAG 2 GTAG 12
6	2/20/2020	Security: Auditing Operating Systems and Networks; Auditing Database Systems - Data Centers and Networks		Hall, Chapter 3 Hall, Chapter 4
7	2/27/2020	Test #1		
8	3/5/2020	Privacy, Encryption, and Business Continuity - Auditing Privacy Risks - Identity and Access Management - Business Continuity Management - Encryption		<i>Auditing Privacy Risks, 2nd Ed.</i> (former GTAG 5) GTAG 9 GTAG 10
9	3/12/2020	CLASS POSTPONED	Assignment 2 – Due in E-Learning by 11:59pm 3/11/2020	
10	3/19/2020	Spring Break – NO CLASS		
11	3/26/2020	Spring Break – NO CLASS		
12	4/2/2020 ONLINE	Transaction Processing and Financial Reporting Systems Computer Assisted Audit Techniques - Continuous Auditing - Data Analysis Technologies	Online Submission #1	Hall, Chapter 6 Hall, Chapter 7 Hall, Chapter 8 GTAGs 3 and 16
13	4/9/2020 ONLINE	Enterprise Resource Planning Systems - Auditing Application Controls - Auditing User Developed Applications	Online Submission #2	Hall, Chapter 11 GTAG 8 GTAG 14
14	4/16/2020 ONLINE	Business Ethics, Fraud, and Fraud Detection - Fraud Protection and Detection in an Automated World	Online Submission #3 Assignment 3 – Due in E-Learning by 11:59pm 4/15/2020	Hall, Chapter 12 GTAG 13
15	4/23/2020 ONLINE	Test #2 – 7:00 PM to 9:45 PM CST on Thursday, April 23rd through E-Learning		
16	4/30/2020 ONLINE	Class Projects	Paper – Due in E-Learning by 11:59pm 4/29/2020	

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Grading Policy

Your grade will consist of the following:

<u>Task</u>	<u>GTAG #</u>	<u>IT Audit Book Chapters</u>	<u>Week</u>	<u>Points</u>
Test 1	1,2,4,7,11,12,15,17	1,2,3,4,5	2/27/2020	100
Test 2	3,5,8,9,10,13,14,16	6,7,8,11,12	4/16/2020	100
Final Project			4/22/2020	100
Assignments			Multiple	100
Quizzes			Multiple	50
Participation			Multiple	50
			<u>TOTAL POINTS</u>	500

You must earn above a 90% for an A, 80% for a B, 70% for a C, and less than 70% is a failing grade. Grades of +’s and –’s will be given as follows:

A = 94 - 100	B = 84-86	C = 70-76
A- = 90-93	B- = 80-83	F = Below 70
B+ = 87-89	C+ = 77-79	

Course Policies:

Make-up exams

There are no excused absences from exams without a written excuse from an academic dean. If there is a serious scheduling conflict, it is your responsibility to let the instructor know well in advance.

Please note that the following reasons are NOT considered acceptable reasons for a makeup exam: going on a vacation; sleeping late; being in jail; accidentally shooting your laptop; roommate issues; dating issues; attending a monster truck rally; having your clothing stolen from the dorm washing machine; a bad haircut; the first day of hunting season (or any day of hunting season); cat scratch fever; possession by the prince of darkness, interviewing for a reality show; and, any other reason that the professor feels is not a reflection of the spirit of the UTD policies towards missing class and assignments.

In the event of the zombie apocalypse, all course policies are suspended until further notice.

Late Work

Late submissions of assignments will not be accepted. All assignments should be completed and turned in on time. A number of assignments will require you to prepare the assignment in PowerPoint and make a short presentation in class. Most of these assignments will be due the Wednesday before class and need to be posted to eLearning. The date and time set for the assignments to be turned into eLearning is by the time on the eLearning server. It is your responsibility to make sure you have submitted it well in advance.

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Classroom Citizenship

Respect your fellow students and keep cell phones off or in manner mode. If you have to talk to someone next to you please share with the whole class or it is not appropriate. Laptop computers are sometimes useful in class and particularly when doing some team exercises. However, be careful of noise from typing on the keyboard.

Class Project

You will have one large project that should be worked on during the semester. That project should be started very early in the semester and a topic should be chosen as soon as possible in the semester. Every student in class will be presenting the results of that project during the final class period. More details will be provided by the Professor in class.

Working in teams

Since much of your work will be case study and projects it is imperative that you start these projects early and meet with your teams. Teams that start the process late tend to not perform as well gradewise. Team issues should be dealt with early in the project so adjustments can be made quickly. The instructor will not be held responsible for disputes that occur within teams and/or between team members. All students are expected to act in a manner consistent with the general expectations for a graduate student as well as in concert with University policies and guidance.

Class Attendance

Class attendance is highly recommended for you to understand all the topics that are covered in class. This class is taught with a lot of class discussion and the more that students put into the discussion and ideas for class the more everyone will get out of the class. Attendance will be considered within the participation grade.

CISA Exam:

This course will help prepare students for the CISA exam which is given continuously during various testing windows throughout the year. Students taking this course may be eligible for a reduced rate review class on Saturdays at UTD. The review class is offered by the North Texas ISACA Chapter for a fee. (dates to be determined). Study materials and sample exam questions are available from ISACA and other sources. (highly recommended) Roughly, 80% of the material tested on the CISA exam is covered in this class. Students that complete and pass the CISA exam during the semester will be eligible to replace both of their test scores with 100s. Students must provide a copy of their CISA pass score by **Wednesday May 13, 2020**.

UT Dallas Syllabus Policies and Procedures

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 associates/assistants and graduate/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, Sexual Misconduct Policy - [UTDBP3102](#), 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 (972-883-2575 or the 24/7 Crisis Hotline at 972-UTD-TALK or 972-883-8255), the, a health care provider in the Student Health Center (972-883-2747), a clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (e.g., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or are 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 972-883-5202. Additional

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information and resources may be found at <https://www.utdallas.edu/institutional-initiatives/title-ix/resources/>.

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk via e-mail at assist@utdallas.edu or via telephone at 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 at elarning@utdallas.edu, and an online chat service. Please use this link to access the UTD eLearning Helpdesk: <https://ets.utdallas.edu/elarning/helpdesk>.

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 through the UT Dallas Policy Navigator, <https://policy.utdallas.edu/utdbp3023>, and at <https://www.utdallas.edu/ehs/rm/insurance/travel-related-risk/>. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System ([Regents' Rule 50101](#)) and UT 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 Student Complaints Resources in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/student-complaints> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/resources/student-complaints>.

UT 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 (<https://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.

Social Media Use

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The Student Code of Conduct includes behaviors conducted via any digital platform. Students may not use any digital platform to seek or provide unauthorized assistance for any assignment done for academic credit. Students may not use any digital platform to impersonate or represent any person other than themselves. Please consult with your instructor regarding authorized assistance.

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. See <https://www.utdallas.edu/conduct/integrity/>.

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.

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 UT 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 <https://guides.lib.utexas.edu/fairuse/home>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <https://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <https://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

Email Use

UT 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 corresponding via email and the security of the transmitted information. UT Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of

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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 <https://www.utdallas.edu/oit/netid/self-service>.

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 another instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Not meeting the prerequisites for a specific course
- Not satisfying the academic probationary requirements, resulting in suspension
- An Office of Community Standards and Conduct request
- Not making appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- 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 (<https://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 grade of '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 a grade of F. The

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incomplete grade policy is included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/academic#incomplete-grades> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/grades#grade-of-i-incomplete>.

Accommodations for Students with Disabilities

It is the policy and practice of UT Dallas to make reasonable accommodations for students with properly documented disabilities. If you are a student with a disability and believe you will need academic accommodations for this class, you are encouraged to register with the Office of Student AccessAbility (OSA). Some aspects of the course, the assignments, the in-class activities, and the way the course is typically taught may be accommodated to facilitate your participation and progress. OSA will assist you in determining academic accommodations that are appropriate for your situation. Any information you provide is private and confidential and will be treated as such. To avoid any delay, please contact OSA as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until an OSA Letter of Accommodation has been given to the instructor. 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 Administration Building, AD 2.224 They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days

UT 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.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/religious-holy-days>, and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/religious-holy-days>.

Making a False Alarm or Report Involving a Public or Private Institution of a Higher Education

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Making a false threat at any Texas higher education institution is considered a **State Jail Felony**, not a Class A misdemeanor, according to a law passed by the Texas Legislature.

This legislation was enacted in response to several threats in past years at several universities across the U.S. that disrupted classes and prompted evacuation of campus property, even though the reports turned out to be a hoax.

This law relates to the offense of making or causing a false alarm or report involving a public or private institution of higher education. A person commits an offense under Section 42.06, *Texas Penal Code*, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, may be punished by a fine not to exceed \$10,000.

UT Dallas students should be aware that the State of Texas takes these threats seriously, and the legal consequences, which are severe, go beyond anything that the University's disciplinary committee can address.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/false-alarms> and in the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/false-alarms>.

Interactive Campus Map – Locate Severe Weather Shelters, Elevators, and Bathrooms

The interactive campus map (<http://www.utdallas.edu/maps/>) allows users to search for severe weather shelter areas in each building. On the map, click on a building and select "Storm Shelters" from the "Find" drop-down menu. Remember, a severe weather shelter area is usually any interior room without windows, such as a restroom, hallway, conference room, or office. Try to find shelter on the lowest floor of the building and stay away from large auditoriums or gyms. Users can also use the same map to locate elevators and bathrooms.

Resources to Help You Succeed

All Students

The [Comet Cupboard](#) is a UT Dallas food pantry initiative dedicated to helping students in need. The Comet Cupboard is located in MC 1.604, on the first floor of the McDermott Library, and can be contacted by calling 972-883-2709.

[Comet Cents](#) provides financial literacy to students with the peer-to-peer model. This money management center provides one-on-one appointments and workshops throughout the semester. Comet Cents works to help students improve their financial situation with topics such budgeting, credit card debit, investing and other personal finance areas.

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Intercultural Programs provides a host of transition programs for international students and intercultural competency trainings for all students. They are located in SSB 3.6, on the third floor of the Student Services Building. Their phone number is 972-883-7430.

The **Student Counseling Center** offers confidential services to students either for individual appointments or as part of groups. Initial appointments must be made in person in the Student Counseling Center, which is located in SSB 4.600, on the fourth floor of the Student Services Building. Their main number is 972-883-2575 and the 24/7 Crisis Hotline is 972-883-8255 (972-UTD-TALK).

The **Testing Center**, run by the Education Technology Services, offers a 300-seat computer lab, providing UT Dallas students access to a comfortable and secure test environment for online/paper exams, quizzes, instructional testing, and assessments. The Testing Center is located in Room 11.175, the first floor of the Synergy Park North 2 (SP2) building and can be contacted by calling 972-883-5497 or 972-883-6735. See <https://ets.utdallas.edu/testing-center>.

If you experience issues taking an exam in eLearning, please contact the UTD eLearning Helpdesk: <https://ets.utdallas.edu/elearning/helpdesk>.

Undergraduate Students

Student Success Center

The **Student Success Center (SSC)** offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, study skills, and other academic disciplines. These services are available through individual appointments, small group appointments, drop-in labs, workshops, and weekly reviews. All undergraduate students enrolled at UT Dallas are eligible to participate in these services. Not all courses will be supported by all services. Please check the website at the beginning of each semester to find out which courses are supported by which services.

The SSC is divided into six units and undergraduate students are able to use as fits their course needs each semester. All services are free of charge.

In **Academic Success Coaching (ASC)**, students can receive help with time management, goal setting, test preparation, and various other study techniques and strategies. Student coaches offer one-on-one appointments and workshops throughout the semester.

The **Communication Lab (CommLab)** offers one-on-one and group appointments where students can gain practical feedback for improving oral and group presentations.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students enrolled in potentially difficult gateway courses. Students who register with PLTL will meet in small groups once a week and are expected to attend every session. Students who regularly attend sessions typically earn a half to a whole letter grade higher than students who do not participate in the PLTL program.

Peer Tutoring (PT) offers math and science tutoring assistance for many of the historically challenging undergraduate courses at UT Dallas. The sessions are designed to address students' individual questions and needs; however, the tutors do not provide answers for homework, quizzes,

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or exams. Peer Tutoring services include drop-in tutoring for most 1000 and 2000 level courses, one-on-one appointments for a limited number of 3000 and 4000 level courses, and weekly reviews the timings of which vary by semester.

Supplemental Instruction (SI) provides 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 and take notes, just like the enrolled students. Students should check the SSC website for supported subjects and session times.

The **Writing Center (WC)** is a collaborative learning environment for students interested in developing stronger writing skills. One-on-one appointments are offered, as are weekly workshops. Scheduling an appointment is strongly recommended, but drop-in hours are also available.

The Student Success Center's main office is located in the McDermott Library Building on the first floor, MC 1.302, and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

Graduate Students

The [Center for Teaching and Learning](#) supports graduate students, especially teaching assistants through teaching certificates, workshops on pedagogy, and reading groups on emerging educational issues. They are located in MC 2.402, on the first floor of the McDermott Library. The Center's phone number is 972-883-2247.

The [Office of Graduate Education Fellowship Office](#) offers workshops on fellowship and grant writing, including a Grant Writing Certificate program. Students applying for external funding can schedule appointments to find funding and to develop their applications. The Fellowship Office is located in FA 3.104, on the second floor of the Founders Annex. The office's phone number is 972-883-4568.

The [Office of Graduate Education Writing Services](#) offers workshops on writing as well as one-on-one appointments, writing groups, and writing retreats to help graduate students improve their writing skills. The Writing Services Office is located in FA 3.104, on the second floor of the Founders Annex. Appointments can be made via email at hickmann@utdallas.edu.

University Resources

Additional university resources, "Resources for Study and Campus Life" are listed in the online Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/index> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/resources/index>.

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Please refer to <https://go.utdallas.edu/syllabus-policies> for additional information.

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